This confirms that ______________________ regularly spends _______% of his/her time working with a Video Display Terminal, and therefore, in accordance with the CSEA contract is entitled to a reimbursement of up to $250.00 towards the purchase of prescription eyeglasses, contact lenses, and eye exam.

________________________________________  ________________
Employee’s Signature                      Date

________________________________________  ________________
Supervisor’s Signature                    Date

________________________________________  ________________
Human Resources Approval                  Date

In order to process reimbursement, an itemized receipt must be provided. The itemized receipt should include: Name of Patient
Date of Service
Cost of Eye Exam
Cost of Frames and Lenses

Rev. 10/3/11; new rate effective with contract ratification 8/18/11
In accordance with Article 39, Section 5 of CSEA contract

“... employees who regularly spend a substantial portion of their time working with video display terminals shall be entitled to a reimbursement of up to $250, in any two-year period, towards the purchase of prescription eyeglasses, contact lenses, and eye exam.”