CSEA
Eyeglass Reimbursement Request
(Also: Confidentials & Technicians)

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 $300.00 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. 9/23/14; new rate effective with contract ratification 8/4/14
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 $300, in any two-year period, towards the purchase of prescription eyeglasses, contact lenses, and eye exam.”