



## **Employee Guidance – Reimbursement for Glasses**

### 1. Introduction

The Council will agree to reimburse employees for the statutory eye test and the provision of corrective appliances, once the eye test form (HR/DSE1) has been completed and signed by an optician and they have ascertained that glasses are deemed necessary solely for the use of D.S.E. The total value to be reimbursed will not exceed £50.

An employee may purchase spectacles at a higher price on the understanding that the difference is paid by the employee.

### 2. How To Submit a Claim for Reimbursement

You can now submit a claim for reimbursement for glasses via myself which can be authorised by your manager in myTeam. Claims for reimbursement should only be authorised:-

- Once you have provided the eye test form (HR/DSE1) which has been completed and signed by an optician and they have ascertained that glasses are deemed necessary solely for the use of D.S.E.
- If the total value to be reimbursed does not exceed £50.
- If you provide receipts.
- You will be reimbursed by completing page 2 of the Time and Expenses claim form and using the element code 458.

Further guidance and the form can be found using the by following the link below:- <https://mynl.co.uk/knowledge-base/display-screen-equipment/>

### 3. What do I need to do

You should submit your claim for reimbursement via myself, by completing page 2 of the Time and Expenses claim form and using the element code 458.

You should submit to your manager the eye test form (HR/DSE1) which should be completed and signed by an optician that they have ascertained that glasses are deemed necessary solely for the use of D.S.E, together with receipts.



The total value of your reimbursement should not exceed £50, although you may purchase spectacles at a higher price on the understanding that the difference is paid by you.

4. What does my manager need to do?

Once you have submitted your claim for reimbursement via myself and met the above criteria, your claim can be authorised by you as a manager in myTeam.

5. How do I get further help with this?

You can contact the People Helpdesk:

[ESC-HelpDeskTeam@northlan.gov.uk](mailto:ESC-HelpDeskTeam@northlan.gov.uk) or 01698 403151

Or you can contact our ESC People Operations team:

[ESCPeopleOperations@northlan.gov.uk](mailto:ESCPeopleOperations@northlan.gov.uk)