

Manager 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 Authorise a Claim for Reimbursement

Claims for reimbursement for glasses can now be made by employees via myself and can be authorised by you as a manager in myTeam. You should only authorise any claims for reimbursement:-

- 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.
- If the total value to be reimbursed does not exceed £50.
- If receipts are presented.
- Employees will be reimbursed by completing page 2 of the Time and Expenses claim form and using the element code 458.

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Further guidance and the form can be found using the by following the link below:-

<http://connect/index.aspx?articleid=5875>

3. Key steps in the process

A table detailing the steps

Step	Task	Who does it
1	Employees can make claims using mySelf	Employee
2	Authorise using myTeam. Manager must have sight of the form that has been signed by an optician stating that employee requires glasses for VDU work only . Maximum amount to be reimbursed is £50 and receipts should be attached to the form.	Manager



4. What do I as a manager need to know

Claims for reimbursement for glasses should only be authorised once you have seen the eye test form has been completed and signed by an optician and they have stated that glasses are deemed necessary solely for the use of D.S.E.

Receipts should also be provided with a maximum reimbursement amount of £50 and receipts.

5. How do I get further help with this?

You can contact the People Helpdesk:
ESC-HelpDeskTeam@northlan.gov.uk

You can contact your HR Operations teams:

[HR Operations Team 1](#) – Adult Health & Social Care and Chief Executive Services

[HR Operations Team 2](#) - Enterprise & Communities

[HR Operations Team 3](#) - Education & Families Service