

## **DAMAGE TO EYEGLASSES FRAMES / LENSES**

### **Background**

The Division recognizes that there are work related situations which contribute to the loss or damage of an employee's eyeglass frames and/or lenses in the course of a normal teaching/working day. The Division further recognizes that individual insurance to cover such losses is either unavailable or cost prohibitive.

The Division supports financial reimbursement for the loss or damage of eyeglass frames and/or lenses incurred during the course of the performance of duties.

### **Procedures**

1. The activity which contributes to the loss or damage must be related to the performance of duties.
2. An employee will be entitled to receive a one-time reimbursement for loss or damage per school year, to a maximum of \$200.
3. If the employee is covered under some other insurance plan, claims may be made to reimburse only those costs not covered under the other plan.
4. The reimbursement plan is intended to contribute to the cost of replacement or repair of personal property, not costs related to personal injury.
5. The employee shall establish the loss or damage by completing a form for request for a reimbursement with his/her supervisor within ten (10) days of incurring the loss or damage.
6. The employee shall support the claim with receipts or other appropriate documentation.

Reference: Form F 313