

**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."