

# **Requesting a Voucher for an Eye Examination or Glasses/Contact Lenses for regular use of Display Screen Equipment**

Please tick which voucher you require:

 Eye examination voucher

Glasses/Contact Lens voucher

|  |  |
| --- | --- |
| Payroll Number: |  |
|  |  |
| First Name: |  |
| Last Name: |  |
|  |  |
| Address: |  |
|  |  |
| Town |  |
| Post Code |  |
|  |  |
| Contact Number: |  |
| Email address: |  |

Note: the voucher will be posted to the address stated above

I accept the Terms & Conditions

Signed: ………………………………………………………………Dated: …………………………………….

ONCE COMPLETED PLEASE EMAIL THE FORM TO **HRHELPDESK@STMARYS.AC.UK**

## Terms & Conditions

1. St Mary’s University (the Employer) shall provide to the Employee the opportunity to obtain an eye examination or a pair of spectacles as defined in, and subject at all times to, the terms set out below (the “Services”).

2. The Services shall be provided through the issue and redemption of paper vouchers, administered on behalf of the Employer by Edenred UK. The Employee will be allowed to apply for the Services on an annual basis. The Employer reserves the right to amend the frequency if necessary.

3. The Services, or any part thereof, shall not be available to an Employee who does not hold a current and valid contract of employment with the Employer. The Employee must also be a regular user of Display Screen Equipment.

4. The Services shall be provided to the Employee through the completion of a request form, which is processed by Human Resources, and then administered on behalf of the Employer by Edenred UK.

5. In the event that that Employee chooses to obtain an eye examination, the Employee will be subject to the following terms:-

a. The Employee will complete the request form, providing accurate and complete information.

b. The Employee will email the completed form to **HRHelpdesk@stmarys.ac.uk**.

c. The Employer shall authorise or reject the application at its sole discretion.

d. If the Employer authorises the application, Edenred UK will issue an eye examination voucher by post to the address given by the Employee within the request form.

e. The Employee shall be entitled to redeem the eye examination voucher for the sole purpose of obtaining and meeting the whole cost of an eye examination with a participating optician displayed on the Website.

f. The Employee shall use the eye examination voucher prior to the expiry date shown thereon. The Employer shall not be obliged to replace or otherwise provide any further eye examination voucher in the event of the Employee failing to use any previously provided eye examination voucher; and

g. The Employee shall ensure that they obtain from the optician, immediately following the eye examination, a Certificate of Recommendation slip issued by the optician, and retains that slip for presentation to the Employer, upon request by the Employer.

6. If the Certificate of Recommendation confirms that spectacles are required by the Employee solely for the purpose of using a workplace Visual Display Unit (VDU), then the Employee will be subject to the following terms:-

a. The Employee will complete request form within 3 calendar months of the date of the related eye examination**,** providing accurate and complete information as required.

b. The Employer will define, within the Website, the type of spectacles which are available to the Employee.

c. The Employee will SUBMIT those details in the manner described within the Website.

d. The Employer shall authorise or reject the application at its sole discretion.

e. If the Employer authorises the application, Edenred UK will issue a spectacles voucher by post to the address given by the Employee within the related online application.

f. The Employee shall be entitled to redeem the spectacles voucher for the sole purpose of obtaining and meeting the whole cost of spectacles within a participating optician displayed on the Website.

g. The Employee may choose to obtain from the optician spectacles of a higher cost than provided for by the spectacles voucher. In this event the Employee agrees to meet and pay the difference between the value shown on the spectacles vouchers and the higher cost, and makes payment to the optician accordingly.

h. The Employee shall use the spectacle voucher prior to the expiry date shown thereon. The Employer shall not be obliged to replace, or otherwise, provide any further spectacle voucher in the event of the Employee failing to use any previously provided eye examination voucher.

7.   The administrators of the Services, Edenred UK, shall issue eye examination vouchers and spectacles vouchers solely as authorised from time to time by the Employer.

8.   The Employee shall be wholly responsible for the safe keeping and use of each voucher issued and neither Edenred UK nor the Employer shall replace any voucher lost or damaged beyond usability whilst in the care of the Employee.

9.   The Employee agrees and understands that eye examination vouchers and spectacles vouchers are issuable and useable solely as defined herein. The Employee shall not be entitled to receive any voucher unless authorised to do so by the Employer.

10. The Employer shall be entitled to seek from the Employee proof of voucher usage, or to have any unused voucher returned to the Employer by the Employee at the request of the Employer.

11. These terms do not, and are not intended to, refer to the rights or obligations of either party in respect of the provision of eye examinations or spectacles except where such rights or obligations are to be effected through the use of the vouchers defined herein.