



**Brasenose College**  
**Reimbursement for Eye Tests and Corrective Devices Guidelines**  
**Policy applies to all academic and non-academic staff**  
**Guidelines originally agreed April 2013**  
**Amended April 2019**

**Eligibility:**

1. The Health and Safety Executive confirm that staff who use Display Screen Equipment (DSE) ie a computer for at least 1 hour continuously on a daily basis have a statutory right to an annual eye test. They are also eligible for a contribution towards the cost of necessary corrective devices/spectacles, payable between longer intervals.
2. The provisions are only applicable to staff who have been confirmed in their appointment. Staff on fixed- term contract are not eligible.
3. The line manager must approve/sign off all requests for their team before they are submitted to Finance (with receipts) for reimbursement.

**Eye tests:**

4. Reimbursement for an eye test can take place once each year on provision of a receipt from the optician. (Approximate cost £20)

**Corrective devices/ Glasses:**

5. In College reimbursement for glasses/ corrective devices will usually be available for Display Screen Equipment (DSE/computer) work, but also exceptionally 'where necessary for work purposes' , with line manager's approval.
6. Reimbursement of up to £75 applies to an adjustment to a prescription where a change is necessary, as well as to new prescriptions, so will apply if the member of staff is already wearing glasses. A copy of the relevant receipts to provide proof of purchase must be provided.
7. A contribution towards the cost of corrective devices is payable once every 2 years if confirmation in writing by the optician is provided which confirms the need for a change in the prescription.