

Internal Policy No. 10/2018

issued by the Director

of the International Institute of Molecular and Cell Biology in Warsaw

dated 31 August 2018

Re: Computer glasses cost reimbursement regulations

Pursuant to Art. 229 § 6 of the Labour Code (Dz.U. [Journal of Laws], 2018, item. 917, as amended) and § 8 of the Regulation of the Minister for Labour and Social Policy dated 1 December 1998 on occupational safety and health concerning personnel working with computer screens (Dz.U. [Journal of Laws]. No. 148, item 973) it is hereby decided as follows:

§ 1

1. Personnel employed in positions where they work with computers, who wear corrective glasses prescribed by a doctor, are entitled to reimbursement of the cost of their prescription glasses under the terms of this internal policy, providing that an examination by an ophthalmologist, carried out under the framework of preventive occupational health care provided through the Institute (initial/periodical/control medical examination), proves that they need to wear glasses while working on the computer.
2. For specific vision defects affecting the employee, for which the use of corrective glasses is not possible and providing that the ophthalmologist recommends under the framework of preventive occupational health care that the employee should exclusively use contact lenses instead of corrective glasses, the employee shall be entitled to a reimbursement of the cost of one-time lenses purchase under the same conditions as those that apply to prescription glasses purchase.
3. To be eligible for the reimbursement, employees must use computer screens for at least half of their standard working time (minimum of 4 hours a day).

§ 2

Employees are responsible for the initial payment of any costs incurred on corrective glasses. Expenses will be reimbursed to the employee on the basis of:

1. Expense claim form – annex/attachment no. 1,
2. Certificate confirming the requirement of corrective prescription eyewear for computer work, issued by an ophthalmologist under the framework of preventive occupational health care,
3. Proof of purchase, i.e. a receipt/VAT invoice for corrective prescription glasses, issued to the employee or Institute (with employee's name annotation)

§ 3

1. The Institute shall reimburse the cost of purchase of prescription glasses, described in § 1, in the amount specified in the invoice but not greater than 450 PLN.

2. Expenses eligible for the reimbursement for prescription glasses are: the costs of corrective lenses, frames and workmanship.

§ 4

1. The employee can claim computer glasses reimbursement only when determined necessary by the ophthalmologist. Every time the procedure described in § 1 and § 2 must be followed.
2. In order to obtain a reimbursement for corrective prescription glasses, described in § 1, the eligible person must submit the documents indicated in § 2 to HR Unit within 30 days from the date of the medical examination performed upon the HR Unit request.

§ 5

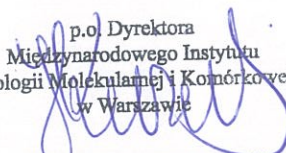
Should the corrective prescription glasses be damaged/destroyed or lost by the employee, the Institute will not cover the cost of a substitute pair of glasses that would replace the corrective prescription glasses refunded by the Institute.

§ 6

I repeal hereby the provisions of the regulations included in the Decision No. 1/2015 issued by the Director of the International Institute of Molecular and Cell Biology in Warsaw dated 7 January 2015 concerning refund for corrective prescription glasses to Institute employees.

§ 7

This Internal Policy shall become effective from the date of its signature.

p.o. Dyrektora
Międzynarodowego Instytutu
Biologii Molekularnej i Komórkowej
w Warszawie

Prof. dr hab. Jacek Kutnicki