



Policy: Reimbursement for
Dependant & Elder Care

Section: Finance

Effective: June 19, 2014

This information is for HSA members only. You agree to use this information for HSA purposes only, and will not copy or distribute any of these materials without approval from the HSA head office (contact your Chief Steward).

Policy Statements:

1. HSA reimburses members to attend union functions, as an approved participant, for any reasonable dependant or elder care expenses over and above those incurred by the member as a result of the member's normal occupation. Receipts must be provided.
2. Members may apply for dependant or elder care costs to attend scheduled chapter meetings. The chief steward must sign the dependant claim form and indicate the time and date of the chapter meeting.
3. A dependant of a member may be any person, regardless of age, who is reliant on the member for care.
4. Members who require dependant or elder care must arrange their own care.
5. If a dependant or an elder must accompany a member to an HSA event, the member must seek pre-approval, from the HSA staff responsible for the event, for reasonable expenses associated with caring for that person.
6. With prior approval by the HSA staff responsible for the function, a member may be assigned single accommodation if double occupancy would unduly disrupt or disturb another member in shared accommodation.
7. Allowable rates for dependant and elder care are up to \$20 per hour to a maximum of \$360 in any 24-hour period, regardless of the number of dependants, for members who attend union activities on their days off.
8. The member must seek prior approval from the HSA staff responsible for the function for amounts in excess of the allowable rates.
9. Receipts for care must contain:
 - Number of dependants in care;
 - Dates of care given;
 - Total hours billed;
 - Total amount claimed; and
 - Name, phone number and address of the caregiver.



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10. Dependant and elder care claims outside of policy guidelines are assessed by the HSA staff responsible for the function and may be referred to the Finance Committee.
11. If a scheduled union event is cancelled and a member incurs dependant care expenses as a result of the cancellation, HSA reimburses the member provided the member makes every effort to minimize the expense.
12. Travel costs for the dependant or elder accompanying the member are not reimbursed by HSA.
13. The union assumes no responsibility for the provision of dependant and elder care either in the local community or at any HSA event. The liability for and the expenses thereof shall be an individual matter for the member.

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