



# DEPENDENT CARE – CHEQUE REQUISITION

Name:		SIN:	
Address:			
<i>Street</i>	<i>City</i>	<i>Postal Code</i>	
Telephone:			
<i>Home</i>	<i>Work</i>	<i>(Ext)</i>	<i>E-Mail Address</i>
Local:		Facility Name:	
Union Function:	Date(s):	Location:	

Names of Dependents	Ages of Dependents

Caregiver's Name:	Relation to Member:
Address:	
<i>Street</i>	<i>City</i> <span style="float: right;"><i>Postal Code</i></span>
Telephone:	

Date of Claim	Hours of Dep. Care Outside of Work Hours			Amount/Hour	Daily Claim	
	<i>From</i>	<i>To</i>	<i>No. of Hrs.</i>			
<b>TOTAL CLAIM:</b>						

*I confirm that the above information is accurate and is in accordance with the HEU Dependent Care Policy and authorize HEU to contact the caregiver for confirmation*

Signature:	Approved By:
Vendor No.	CODE:

**BE SURE TO ATTACH YOUR RECEIPT**



# *REVISED HEU DEPENDENT CARE POLICY*

## *EFFECTIVE NOV. 6, 2016*

### HEU Policy on Dependent Care While at Union Functions

HEU strongly encourages all members to play an active role in the Union. HEU recognizes that our members have family responsibilities that they balance with work and union activity. This Dependent Care Policy is one way to help with that balance and eliminate some of the barriers that prevent members with family responsibilities from participating fully in their Union.

- This policy applies to participation at all provincially sponsored HEU functions.
- Wherever possible and where there is sufficient need, HEU will provide quality, on-site childcare.
- HEU will reimburse receipted off-site dependent care costs, over and above the cost of normal expenses incurred for work, up to \$10.85 per hour to a maximum of \$160.00 per family for a continuous 24 hour period.
- For the purposes of dependent care while participating in union functions, a dependent is either a member's own or their spouse's children, if they are under the age of 16 and reside with the member full or part time.
- Also, a dependent may be any person, regardless of age, who is dependent on the member's care because they are mentally or physically challenged, or parents, grandparents and elder relatives requiring the member's assistance in day-to-day living.
- A spouse includes common-law and same sex partners.
- Reimbursement will not be made to a member's spouse or to a parent or sibling of the dependent or to a person living at the same address.
- In recognition of unique dependent care and special care needs, exceptional circumstances will be considered.

### Procedure

- A Dependent Care Cheque Requisition form must be completed in full and submitted as part of the member's expense claim in order to receive reimbursement
- The form must include the care giver's name and address and a signed receipt must be attached
- The names and ages of dependents must be listed, including their relationship to the member
- There will be no cash reimbursement of dependent care expenses
- In order to comply with Canada Revenue Agency regulations the Dependent Care Cheque Requisition form must be signed by the member as being accurate
- A T4A form will be provided to the member at the end of the year as dependent care reimbursement must be declared as income
- Requests for reimbursement for exceptional circumstances must be made to the Financial Secretary. The member will be notified within 72 hours if the request is denied and of their right to appeal. The member may appeal to the Provincial Executive and the member will be notified of the PE decision within 24 hours of the last day of the PE meeting