

APPENDIX "F"

CHILD CARE BENEFIT PLAN

Effective one month following the date of ratification, the nominal value of the fund established for this plan shall be six thousand (\$6,000.00) dollars.

An employee as defined in Item 1 below, who has dependent children under the age of seven (7), is eligible for reimbursement under the child care benefit plan.

1. An eligible employee is defined as a regular full-time, regular part-time or temporary employee who works 40% or more of a full-time equivalent position, who has been continuously employed for at least one year, or is on a leave in accordance with Article 12.08 or 12.09 (Maternity Leave or Parental Leave) or Long Term Disability or WSIB. An eligible employee must also be on the payroll at the time payments are made through this plan.

Plan:

- Reimbursements are limited to 50% of the rate paid. Employees are required to submit proof of payment for the benefit year. Applications are submitted between January 1 and March 31 following the year the expenses were incurred. All documentation must be received in Human Resources by March 31.
- The maximum half-day reimbursement will be fifteen (\$15.00) dollars per day. A half-day is defined as a minimum of four (4) hours and less than six (6) hours or where the parent is being charged a half-day rate by the child care facility.
- The maximum full-day reimbursement will be thirty (\$30.00) dollars per day. A full day rate is defined as a minimum of six (6) hours or where the parent is being charged a full-day rate by the child care facility.
- If a monthly rate was paid, maximum reimbursement for half day attendance will be three hundred and thirty (\$330.00) dollars or full day attendance will be six hundred and sixty (\$660.00) dollars.
- Reimbursement will be made only for the child care expense payments that meet the Canada Revenue Agency definitions for the Child Care Expenses Deduction.
- Reimbursement will only be made if the child care costs are incurred at the usual facility attended by the child. Reimbursement will not be provided for casual care.
- If an employee as defined in Item 1 dies while in service to the University his/her child or children are eligible for coverage under this plan. The payment under this plan will be made to the surviving parent or legal guardian of the child or children for the period the child or children meet the requirements outlined in this plan.
- There are a number of similar plans with different employee groups at the University. If both parents are employees of Queen's University and each parent is covered under this plan or under a separate plan, only one claim per family will be reimbursed by the University.
- The plan maximum of three thousand (\$3,000.00) dollars per employee will be provided only once per calendar year. If an employee submits multiple applications, the maximum allowance for the employee is three thousand (\$3,000.00) dollars per employee per calendar year. Any amount payable under this plan will also be pro-rated based on the employee's appointment if it is less than full-time (e.g. 80% time appointment, 80% of three

thousand (\$3,000.00) dollars). There is no carry-over provision if the three thousand (\$3,000.00) dollars is not used per year.

- Human Resources will provide a preliminary summary report to the ONA bargaining unit President, detailing the names of the applicants, the amounts approved, and in the case of a rejected application, the basis upon which the application was denied.
- Eligible dependent children are natural, step, common-law, adopted children or wards under the age of seven (7).
- This is a taxable benefit.
- This plan does not cover School Age programs provided by childcare facilities.
- The nominal value of the fund established for this plan is six thousand (\$6,000.00) dollars. In the event that the value of the eligible claims is less than the total amount available then the unused amount may be transferred to the Tuition Support Plan upon request by the QFHT ONA President or designate, no later than April 15th. Any unused amount shall not be carried forward and shall not be added to the nominal value of the fund for the following calendar year.
- Should the total value of the eligible claims exceed the nominal value of the fund, the fund will be reviewed and will be distributed proportionately based on the eligible claims.