

Child Care Benefit Plan

GFT Clinical Faculty, Adjunct 2 and Adjunct 3 with dependent children under the age of seven will be eligible for reimbursement of childcare costs as follows:

1. Applications for childcare support will be ineligible for consideration for the Clinical GFT, Adjunct 2 and Adjunct 3 Faculty who are not fully paid up members of CTAQ at the time of application.
2. Clinical GFT, Adjunct 2 and Adjunct 3 Faculty must provide receipts by February 1st for expenses incurred during the previous calendar year.
3. Reimbursement will be made only for childcare expenses payment that meet the Canada Customs and Revenue Agency definitions for the Child Care Expenses Deduction.
4. Reimbursement will be made if the childcare costs are incurred at the usual facility attended by the child. Reimbursement will not be provided for casual care. Clinical GFT, Adjunct 2 and Adjunct 3 Faculty on Academic Leave will be reimbursed for child care expenses incurred at facilities away from the child's normal place of residence if the facility is equivalent to those specified in (3).
5. Multiple childcare benefit plans exist for different employee groups at Queen's University. If both parents are eligible, only one claim per child under any plan will be allowed.
6. The plan maximum of \$2,250 per child will be provided annually based on a calendar year. The amount will be prorated for less than full-time equivalent employment. There are no carry-over provisions if the full \$2,250 is not used in any given year.
7. Eligible dependent children are natural, step, common-law, adopted children or wards under the age of six.
8. The combined nominal value of the GFT Child Care Benefit Fund and GFT Tuition Fund is \$135,000 for **2017-18**. In the event that the value of eligible claims is less than the total amount available, the surplus shall be carried forward and added to the fund for the following calendar year. In the event that the pool is oversubscribed, each applicant for both the GFT Child Care Benefit Fund and the GFT Tuition Fund will receive a proportionate share of the pool. The participation rate, reimbursement levels, funding and administration of this plan will be evaluated each year.
9. **Appeal forms are available from the HR Benefits Analyst (hrbenefit@queensu.ca). The HR Benefits Analyst must receive appeal submissions within three months (June 30th) of the distribution of childcare support benefits of the current academic year. Only significant adversity will be considered when the reason for appealing is a missed deadline.**