



**DEPENDANT CARE EXPENSE FORM
2023 - 2024**

To ensure payment please submit by June 18, 2024

NAME _____ **SCHOOL** _____
(please print)

DEPENDANT(S) NAME(S)

AGE

_____	_____
_____	_____
_____	_____

Date	Committee	Location	Name of Sitter	Hours	Rate*	Amount

* Current reimbursement rate is \$10/hour for 1-2 children, \$20/hour for 3 or more to a maximum of four hours per event

For Office Use Only

Account: **#5419** Cheque#: _____ Date of Payment: _____

Amount Rec'd. _____ Treasurer's Signature _____

DEPENDANT CARE EXPENSE FORM

POLICY:

All members attending Unit business/meetings, during non-business hours and **INCLUSIVE** of General Meetings of the Unit or Bargaining Units, who have dependants requiring paid care in the absence of the member, shall be entitled to claim DEPENDANT CARE as per the established procedure.

PROCEDURE:

1. Dependant Care will be paid in accordance with the Provincial Dependant Care allowance and based on recorded meeting attendance. Dependant care will be paid in June. **The latest date to submit your form in order to receive reimbursement is the day after the last Association Rep meeting.**
2. The Unit Treasurer is responsible for approval of claims.
3. Committee Chairpersons shall be responsible for the distribution of Dependant Care forms.
4. Committee Chairpersons shall be responsible for ensuring the inclusion of attendance and location of meeting in meeting minutes.
5. The Treasurer shall be responsible for the distribution of Dependent Care Claim forms to Executive Council members and all Officers of the Unit and Branch Affiliates.
6. The individual is responsible for submitting claims as per the procedures.
7. Spouses are not eligible to receive Dependant Care expenses and older siblings only receive Dependant Care expenses when both parents are participants in an OECTA Activity.
8. The allowance claimable is \$10.00/hr. to a maximum of \$40.00 per meeting.
\$10/hr 1-2 dependants, \$20/hr 3 or more.