

Approved: Feb 24
Review: Feb 25



EYE TEST POLICY

Regular eye tests are important for all employees, especially those that use computers. As per the Pontypool Community Council employee handbook, employees are permitted time off to attend an eye test appointment. An appointment card may be requested by the Line Manager or Clerk for confirmation of the appointment.

When an employee has passed their probation period Pontypool Community Council will:

- Pay for a standard annual eye test for employees annually.
- Will contribute £75.00 in any one year towards the cost of glasses where these are required for work purposes. (i.e prescription glasses)

Employees wishing to claim for an eye test and/or contribution towards glasses (up to a maximum of £75), must supply a valid receipt, which should be passed to the Finance Manager for approval and payment into the employees personal bank account via BACs.
