



UNE Family Care Expense Claim Form
 Complete all sections to ensure payment of claim.

The following information is for UNE use only and will remain confidential.

SECTION A- MEMBER INFORMATION					
Last Name		Fist name		Member ID	
Street Address			City		Province
Postal code		Telephone number		Email address	
Activity Date		UNE Activity (Title of Conference, Course, Meeting. – Please specify)			
Member's Daily Scheduled Hours of Work (If shift schedule, provide a copy)					
From (Start Time)		To (End Time)			
Partner Scheduled Hours of Works (If shift schedule, provide a copy)					
From (Start Time)		To (End Time)			
Regular Family Care Schedule					
From (Start Time)		To (End Time)			
Reason partner /spouse is unable to provide care during activity:					

SECTION B – FEES INCURRED (SEE COST COMPENSATED, SECTIONS 1, 2 & 3 FOR APPLICABLE)				
Family Member Name & Relationship to Member	Date of Birth	Date (s)	Total hours of care	Fees paid
1.				
2.				
3.				
4.				

If additional space is required, use a separate sheet and attach to this claim.

SECTION C - CAREGIVER INFORMATION		
Care provided by <input type="checkbox"/> Unlicensed Agency/Caregiver <input type="checkbox"/> Licensed Agency/Caregiver		License Number
Caregiver/Agency name		
Mailing address (include city and province)		
Email address		Telephone Number

SECTION D – EXCEPTIONS
Specify

Attach all supporting documents and receipts.

SECTION E – CERTIFICATION	
<input type="checkbox"/> I have read and understand the guidelines for reimbursement of additional expenses for family care. I certify that the above claimed expenses were incurred as a direct result of attending the authorized UNE activity.	
Member signature:	Date:

SECTION F – AUTHORIZATION FOR REIMBURSEMENT (UNE INTERNAL USE ONLY)	
Explanatory notes (For authorization of services outside eligibility)	
Approved for payment by:	Date:



UNE SEN
UNION OF NATIONAL EMPLOYEES
FAMILY CARE POLICY
Objective

The Union of National Employees fully recognizes that family is not solely defined as consisting of “mother and father with children” and may take several forms including, but not limited to single parents, same- sex parents, dependent relatives residing in the household.

The objective of the Family Care Policy is to remove one of the barriers which prevent members from participating in union activities. The FCP is not intended to cover the cost for care provided by a spouse/partner, former spouse/partner with custody rights or a relative residing in the household.

The Family Care Policy (FCP) is intended to assist members in covering additional fees incurred as a direct result of attending an authorized UNE activity.

To achieve a maximum amount of flexibility, every effort will be made to provide on- site childcare where Early Childhood Educated (ECE) or certified caregivers are available for hire. When on-site childcare is provided, caregivers will be made available for evening sessions that form part of the schedule of events.

Eligibility

Where the member is the sole caregiver at the time of the authorized union activity, the FCP will cover costs for care during the day outside normal work/school/daycare hours. Family care costs that would have ordinarily been incurred during work hours had the member been at their place of work are not covered.

The FCP shall not cover the cost for care provided by a spouse/partner, former spouse/partner with custody rights or a relative residing in the household.

Members are entitled to claim fees related to the care of the following family members who reside on a full or part-time basis with the member:

1. A child under 18 years of age;
2. A person with a disability;
3. An adult, who is dependent, requiring care.

How to Claim

A completed Family Care Expense Claim form must be submitted, **accompanied by a receipt, which must include the following information:**

- Caregiver’s full name
- Caregiver’s full address
- Caregiver email address
- Caregiver’s telephone number
- Caregiver’s license number (if applicable)
- Detailed dates and hours when the care was provided for each individual family member
- Amount charged
- Caregiver’s signature

Reimbursement of Fees

1. Where the care is provided by someone other than a licensed agency/caregiver or the spouse/partner, former spouse/partner with custody rights:

a) the actual amount up to a maximum of \$25 per hour, up to a maximum rate of \$250 for each 24-hour period for a family of one dependent.

b) the actual amount up to a maximum of \$50 per hour for, up to a maximum rate of \$250 for each 24-hour period for a family of two dependents.

c) the actual amount up to a maximum of \$50 per hour up to a maximum rate of \$500 for each 24-hour period for a family of three dependents.

d) the actual amount up to a maximum of \$50 per hour for a family of three dependents, and up to an additional \$25 per hour for each additional dependent up to a maximum rate of \$500 for each 24-hour period.

A "24-hour period" is defined as care provided between the hours of 7:30a.m. to 7:29 a.m. the following day.

2. If care is provided by a licensed agency/ attendant, the **actual fees** will be reimbursed.

a) increased shared accommodations costs will be covered;

b) and where a dinner does not form part of the program, an allowance of \$25 per child, per day may be

reimbursed. (Reimbursement will be based on participant's approved travel schedule)

c) the service be in English or, French, and where possible to accommodate indigenous languages.

Pre-Approved Exceptions

Upon request, consideration will be given to unusual circumstances resulting in costs which exceed the above rates and expenses allowable. **Detailed information must be provided in advance for pre-approval.**