

Procedure for requesting monitor glasses FHML-FPN

Introduction

If your eyes are bothered by prolonged viewing of a computer screen, you can purchase computer glasses under certain conditions. You will then receive a (partial) contribution towards the costs. To receive such an allowance, you must first make an appointment with your Armico. He will conduct a workplace examination (WPE). If this reveals that you need monitor glasses, you will visit an optician or optometrist for an eye measurement. If this measurement also shows that you need to purchase monitor glasses, the optician or optometrist will give you a report and an itemised invoice.

What are computer glasses?

In most cases, monitor glasses are standard glasses with standard lenses and a simple frame. They normally cost under €300.00 (incl. VAT) for the lenses and under €75.00 (incl. VAT) for the frames. The purchase is handled on the basis of the prevention officer's report and the optician/optometrist's advice. If you want a fashionable frame that involves higher costs (and is therefore more expensive than €75.00), these will be at your expense.

Medical indication?

If it turns out that you need special monitor glasses on medical grounds, the company doctor must advise you accordingly. So, you only need to make an appointment with your company doctor if special glasses or a special frame are needed to be able to work properly, as a result of which you have to ask for a higher allowance than € 375.00 (incl. VAT). In that case, the company doctor will have to confirm in writing the necessity of these (special) monitor glasses on medical grounds.

How to arrange for screen glasses?

Settlement and reimbursement go through your management unit. In principle, reimbursement is only granted if the prevention officer's report and the original and itemised invoice from optician/optometrist are submitted.

Step-by-step plan for applying for computer glasses

Step 1.

The employee makes an appointment with the Armico of FHML-FPN where he works.

Step 2.

Adaptation for the workplace is considered in consultation with Armico.

If adaptation of the workplace is not possible, or if the complaints persist after adaptation of the workplace, the employee is entitled to the provision of monitor glasses.

The Armico provides the prepared report to the employee.

Step 3.

The employee makes an appointment with an optician/optometrist and takes the Armico's report with him when visiting the optician. The optician/optometrist performs an eye measurement and prepares a report of his findings. This report shows the necessity of wearing monitor glasses.

Step 4.

The employee purchases monitor glasses from an optician and receives an invoice.

Step 5.

If special monitor glasses are necessary on medical grounds and the maximum amount of money stipulated in the regulation on monitor glasses is exceeded, the employee must make an appointment with the company doctor. The company doctor must confirm in writing the necessity of purchasing these more expensive monitor glasses on medical grounds.

Step 6.

The employee submits an application for the allowance to the prevention officer FHML-FPN. The latter gives approval for the allowance to be granted.

Step 7.

All details are sent to the payroll department.

The employee declares the costs for the monitor glasses digitally via the Employee Self Service.

You can claim up to a maximum of 300 euros for the lenses, and 75 for the frame. This is also described in the regulation on computer glasses, which you will receive as an appendix to the letter you will receive.

If you declare digitally, you must upload the following documents to be eligible for reimbursement:

- the letter you received from the FHML secretariat,
- the signed workplace examination that was carried out,
- the invoice from the optician.

*The Armico will provide a report for the optician in that context, showing an inventory of the workplace data.

It concerns the (viewing) distances:

- between the eyes and the monitor;
- between the eyes and the document
- between the eyes and the keyboard;
- between the eyes and other facilities (such as a second monitor, telephone, planning board, etc.).

In addition, it is assessed whether the top of the screen is at eye level. These (viewing) distances are measured taking into account the appropriate viewing distances.

List of abbreviations

FHML	Faculty of Health, Medicine and Life Sciences
FPN	Faculty of Psychology and Neuroscience
WPE	Workplace examination
UM	Universiteit Maastricht

Information

For more information, please contact the Armico