

**Derbyshire County Council
HR Services
Display Screen Equipment
SpecSavers Eye Examination Request Form**

Part A - To be completed by the employee

Name:	
Job Title:	
Employee No:	
School:	
Email or postal address where the voucher is to be sent:	

Employee declaration:

I am required to use Display Screen Equipment as a significant part of my work, and I wish to have an eye examination as allowed under the terms of Derbyshire County Council's DSE Code of Practice.

Note: Please await receipt of your SpecSavers eyecare voucher before booking your eye test appointment!

Signed/e-signature:	
Date:	

Part B - To be completed by the School Manager

The above named employee is identified as a DSE user and is entitled to an eye examination as requested. I authorise the employee to receive a SpecSavers eyecare voucher for an eye and eyesight test.

Cost code:	
Signed/e-signature:	
Date:	

Please email this completed form to the relevant HRS team FAO Traded Payroll Team

traded@derbyshire.gov.uk

Specsavers Voucher Entitlement

The voucher entitles you to:

- A full eye and eyesight test.

- £50 frame with single-vision lenses (or £50 contribution towards a higher value) when the prescription in the glasses is specifically and solely for VDU use. (It does not give a contribution to glasses needed for additional tasks, such as reading or driving.)
- In addition to the above, the voucher entitles you to £20 Premium Club discount when purchasing a frame from the £100 range or above + 2 for 1 when purchasing a qualifying frame.

After the eye examination

The Specsavers optician will complete a Certificate of Recommendation. If the optician recommends spectacles for VDU use, you will be entitled to a pair of glasses from the £50 range, so you will be able to choose your Specsavers frames at the same appointment. You can choose to upgrade and pay the difference if you so wish.

Any unused vouchers should be returned to your HRS Payroll Team.

Note:

- If you choose not to use Specsavers for the eye and eyesight test, or for their frames and lenses you will not be entitled to claim back any monies.
- The cost of any appliance other than that for Display Screen use must be met by the employee.