

Eye Tests

All employees are eligible for an eye test and will need to make an appointment with Clare & Illingworth Opticians on Water Lane advising that they are an employee of the Information Commissioner and that they wish to make an appointment for an eye test.

Upon receipt of your appointment time and date from the optician please download the **3 eye test forms** from ICON and take these along with you to your test. The Office will pay for your eye-sight test and this will be invoiced direct to our Finance Department. If you require corrective lenses for VDU purposes the Office will contribute **£42.00** towards the cost, again this will be invoiced direct to our Office, anything over and above this amount being met by yourself.

If you should wish to take your prescription to another optician a separate form will need to be completed for HR purposes and you will initially need to settle the full payment for the corrective lenses and reclaim the **£42.00** from the Office.

Clare & Illingworth will at the time of your eye-examination advise on the frequency of your next eye-examination and complete any necessary sections of the forms which they will retain and return copies to HR, however if you should experience eye-strain or any headaches before your next examination please inform HR so that your eye-sight test can be brought forward.

Clare and Illingworth's telephone number - **01625 530498**

Don't forget to submit your flexi-adjustment for time you spent in your appointment in the usual way using **code 21** for eye test.

For further information or to check your eligibility for an eye test please contact the HR team.