

Policy Title: Medical Assistance for Employees Policy

Classification: Health & Safety

Monitored by: H&S Advisor

Approved by: GM Operations

Effective Date: February 2021

Review Date: February 2023

Objective: To outline the medical assistance that may be offered by the Association to employees.

Commitment: Hutt City Kindergartens is committed to helping employees who require medical treatment as a direct result of their job.

Related Documents

- Wellbeing Policy

Policy Details:

Influenza vaccine:

1. HCK will pay for an annual influenza ('flu') vaccine for all permanent employees.
2. HCK will make this vaccination available at the Association office, and employees can have the procedure during work time.
3. Alternatively, employees can get the vaccination at their own registered medical practitioner and claim the expense back, up to a maximum of \$30.00.
4. For those who prefer, HCK will pay for alternative preventatives (such as vitamin supplements), up to a maximum of \$30.00.

Medical treatment assistance:

1. HCK may assist with the cost of medical treatment required as a direct result of the employee's job (including communicable or infectious diseases or conditions), if ACC or the employee's own medical insurance will not cover the cost.
2. Employees should discuss their situation with the HR Manager. The type/amount of assistance will be determined on a case-by-case basis.

Other assistance:

- HCK will take advice from the Ministry of Health before offering vaccinations for other vaccine-preventable diseases to employees.
- HCK will offer all employees access to EAP Services; a confidential counselling and support organisation. The cost of this service is met by the Association.

Review:

This policy will be reviewed biennially, in consultation with staff.