



ANMF (Vic Branch) Policy

Childcare reimbursement guidelines

(Guidelines for Job Representatives and Health & Safety Representatives)

The Australian Nursing and Midwifery Federation (Victorian Branch) (ANMF) Childcare Reimbursement Guidelines were established by Branch Council to provide criteria for determining eligibility for childcare reimbursements.

This policy is applicable only to the provision of childcare reimbursement claims made by ANMF Job Representatives and elected Health and Safety Representatives who are ANMF members for attendance at ANMF approved training activities including:

- Job Representative training
- Health and Safety training
- Annual Delegates Conference

Reimbursement of childcare expenses may be approved for the use of “additional or extraordinary” childcare to attend such training.

Guidelines

- The ANMF may reimburse members for childcare costs incurred directly as a result of attending trade union training activities up to \$40.00 per day per child and, up to a maximum of \$200 per calendar year per ANMF Job Representative or eligible Health and Safety Representative providing that the following criteria are met:
 - All required documentation* must be submitted to the ANMF for childcare expense reimbursement claims to be considered.
 - Advance payments for childcare related expenses will not be considered.
 - Claims must be lodged within eight weeks of attendance at an ANMF training activity.
 - The ANMF will endeavour to reimburse all claims within 10 working days of receiving approval.
 - Any unsuccessful claimants will be sent a letter with details outlining why the claim was not successful.

**Required documentation:*

- A copy of projected work roster showing “usual hours of work per fortnight” or other acceptable evidence of usual days worked.
- Receipt of the cost of childcare less government subsidy (actual out of pocket expense) and containing the childcare providers name, address and phone number, the amount paid and date and hours childcare was provided.
- A copy of federal government subsidy related to childcare expenses obtained for the days being claimed.
- A letter to the ANMF addressing the criteria in this policy.

- Evidence of any current childcare arrangements including days of the week the child is currently enrolled to attend their childcare provider.

Expenses may be reimbursed when:

- The cost for the provision of childcare is substantiated in line with these guidelines.
- The childcare provider does not reside either permanently or temporarily with the ANMF member or the child.

Expenses will not be reimbursed where:

- The expense would have occurred regardless of attendance at the representative training (for example where the member was rostered on that day and would have incurred the expense had they been at work).
- Evidence of the expenditure does not meet the required criteria as specified above.

Disputes:

- ANMF Job Representatives and eligible Health and Safety Representatives should exercise care and judgement when claiming for childcare expenses to attend training activities.
- Where a dispute arises between the parties in relation to the applicability of this policy the final decision will be made by the ANMF Victorian Branch Secretary.