

# NOTICE

## Capital Regional District

TO: All CRD and CRHC Staff  
FROM: Director - Human Resources  
DATE: October 1, 2004  
SUBJECT: **Flu Shot Reimbursement Program**

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With 'flu-season' approaching, the CRD is prepared to assist Staff members who wish to protect themselves with flu shots.

Through a Flu Shot Reimbursement Program, **CRD staff who voluntarily choose to receive a flu shot will be reimbursed for the cost of this shot, up to a maximum \$15, upon receipt.**

Please Note: This reimbursement program does not apply to:

- (1) CRD staff who are eligible to receive the shot free of charge (which the Health Authority identifies as: people with chronic heart, lung or kidney disease, diabetes, cancer or anemia; those over 65; health care workers and emergency service providers); or
- (2) non-CRD staff (such as a dependent, or contractors).

### How to Receive a Reimbursement

When you get a flu shot, you will need to pay for the shot up-front but ensure that you get a receipt as proof of payment. Make sure that the receipt has the following information on it:

- Your name
- Date of Inoculation
- Cost of Inoculation
- Type of Inoculation (eg. Flu Shot)

To receive a reimbursement under this Program, send the receipt to your Exempt Manager who will approve it, code it and then forward it to Finance A/P for reimbursement. It's that easy!

### Important Reminders

The Vancouver Island Health Authority (VIHA) suggests that people "should consider getting the flu shot between mid October and mid November to make sure you are protected before flu season begins. Once you get the flu shot, it takes about 14 days to develop antibodies to the flu."

We remind that flu shots are voluntary and should only be administered by a qualified and certified medical practitioner, such as a doctor or nurse, and on your own time. Flu shots are *generally* available mid-October / early-November.

If you have any questions regarding the Flu Shot Reimbursement Program, please call the Human Resources Department at 360-3069.

cc: Department Heads

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