



**MRFA**  
MOUNT ROYAL  
FACULTY ASSOCIATION

## Dependent Care Policy

**Category:** Member Benefits

**Date last Revised:** March 11, 2022

### I. Overview

The Association has created a fund to provide support to members dependent care costs to provide enhanced opportunities for members to engage in the activities of the Association.

### II. Authority

The MRFA Audit and Finance Committee shall review budgeted amounts and expenditures and submit budget recommendations to the Executive Board annually.

### III. Eligibility

- a. All current Regular Members of the Association are eligible to apply for this fund.
- b. Eligible activities include all Association meetings, activities and events which do not occur during the hours of 8:30 – 4:30 and which require members to participate synchronously.

### IV. Limitations

This fund shall not apply to any activity or meeting held during the hours of 8:30 – 4:30.

### V. Process

- i. Applications shall be submitted to the Administrative Assistant via this [form](#). Applicants must submit documentation of dependent care costs to ensure proper reimbursement of expenses can be provided.
- ii. Applications shall be reviewed by the Administrative Assistant.
- iii. Following confirmation of attendance and review of submitted documentation, the Administrative Assistant will process reimbursements to applicants within 5 business days.
- iv. A report detailing the allocation of funds shall be submitted annually to the Audit and Finance Committee by the Senior Administrative and Faculty Relations Officer.

### VI. Appeals

Appeals may be submitted in accordance with the Association's Appeals Policy