



**MRFA**  
MOUNT ROYAL  
FACULTY ASSOCIATION

## Dependent Care Assistance Fund Policy

**Category:** Member Benefits

**Date last Revised:** April 14, 2023

### I. Overview

In 2014 by resolution of the Membership, the Emergency Fund was extended to provide 60-day interest-free loans to members to allow them to accept a spot in a Care Centre.

### II. Authority

Allocations from the Fund shall be made, subject to the limits and conditions outlined below, by collective decision of the President and the Finance Officer.

### III. Eligibility

All Regular Members of the Association are eligible to apply to this Fund.

- Dependents shall normally be immediate family members as defined in the Collective Agreement.
- The fund shall apply to all cases where a member requests assistance in paying a substantial amount of money within a restricted time limit to secure a spot for their dependent in a Care Centre.

### IV. Allotments

Expenditures from this Fund are considered loans. Funds shall be provided to members upon a signed agreement stipulating the terms of repayment. Full repayment of the loan is not to exceed 60 days.

### V. Process

- Funding requests shall be submitted in writing, to the Senior Administrative and Faculty Relations Officer (SAFRO).
- Requests shall be redacted prior to distribution to the participants in the decision: all efforts shall be made to maintain the anonymity of the individual submitting the request. Where anonymity is not possible due to knowledge of member circumstances, participants in the decision shall maintain the confidentiality of the member.
- All efforts shall be made to ensure a timely response to requests. A decision shall be made and communicated to the member within five business days of receipt of a request.
- The President shall make an annual report to the Executive Board each May on expenditures made from this Fund. The report shall maintain members' anonymity and confidentiality.

### VI. Appeals

Funding Appeals may be submitted in accordance with the Association's Funding Allocations, Audit, and Appeals Policy