



**MRFA**  
MOUNT ROYAL  
FACULTY ASSOCIATION

## Dependent Care Policy

<b>Category:</b>	Member Benefits
<b>Date last Revised:</b>	November 2023
<b>Scheduled for Review:</b>	Spring 2026

### I. Overview

The Association shall support members with dependent care provision and/or costs to remove barriers to participation and engagement 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. Dependent Care Reimbursement 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 require members to participate synchronously.
- c. eligible costs shall only be those which are incurred due to attendance at an MRFA meeting or activity - the Association shall not reimburse dependent care which is typically incurred due to a Member's regular work responsibilities.

### IV. Limitations

This fund will reimburse dependent care costs at a rate of no higher than \$22/hour. This fund shall not apply to the Spring Retreat where the Association will provide dependent care upon request.

### V. Process

- i. Applications shall be submitted to the Administrative Specialist 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 Specialist.
- iii. Following confirmation of attendance and review of submitted documentation, the Administrative Specialist 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