

Childcare Policy

Doctors Nova Scotia Physician Leadership Institute Courses

1. Purpose

This Childcare Policy is designed to provide financial assistance to offset some of the childcare costs members would incur while attending Physician Leadership Institute (PLI) courses. The goal is to improve member engagement by making it easier for our members to attend the courses.

2. Definition

Childcare expenses are defined as *additional expenses a participant may incur for the purpose of dependent childcare*. Individuals claiming under this policy must confirm that the dependent fits the CRA definition of an eligible dependent to qualify under this policy.

3. Scope

This policy applies to all course participants who incur additional childcare expenses as a result of attending PLI courses offered by Doctors Nova Scotia.

Coverage includes one of the following:

- Personal offsite caregiver arranged by the member; or
- Accommodation and travel costs for personal caregivers (eg. nannies) who are travelling with the member.

Members can claim a maximum of \$100 for a full day of sessions. The maximum claim for any two-day course is \$200.

Coverage does not include such things as medical or hospital care, clothing, entertainment or meals.

4. Eligibility to Make a Claim

Any Doctors Nova Scotia member who attends the full two-day course is eligible to make a claim under this policy. This policy does not apply to DNS staff.

5. Administrative Information

To make a claim, a *Travel Expense & Honoraria Claim Form* must be completed and include supporting receipts. To ensure the claims are auditable, payments can only be made if receipts are included.

Claims must be submitted to DNS within 15 days of the close of the course. Once approved, DNS will provide payment within 60 days.

Claim forms can be obtained from Melissa Murray, communications coordinator, at melissa.murray@doctorsns.com.