



Childcare Vouchers Scheme – Application Form
Agreement to vary terms and conditions of employment between the employee
and the employer, University of Dundee

Application for Sodexo SayCare Pass Childcare Vouchers

Name:.....

Address:.....

Position currently held:..... Department:.....

National Insurance Number:..... Work Email Address:

Required monthly Childcare Vouchers Total £ **(Must not exceed £243 per month)**

This amendment to your terms and conditions means that you agree for University of Dundee to deduct the amount you have specified from your gross salary and place an order for this amount in Childcare Voucher Credit with Sodexo Pass Ltd. On Payday, your SayCare Pass Childcare Voucher account will be credited with the amount you have chosen to take from your salary in Childcare Vouchers. Payment is then made directly to your childcare provider(s) as authorised by you when you access your account through the Internet or via the automated telephone system.

The value of your Childcare Vouchers should remain the same each month unless a significant reduction/increase is required due to a significant change in either your employment situation or your childcare requirements. The employee can opt out of the scheme if they experience a lifestyle change such as the following: Pregnancy, Redundancy, Death of a child/partner, Redundancy of a partner, leaving the company, Change in working hours, No longer using childcare provider.

It is hereby agreed:

‘Original Monthly Salary’ means the monthly salary of the employee on assumption that the employee’s terms and conditions had not been varied by this agreement or any similar agreement.

- By this agreement, the employee and the employer agree to vary the Terms.
- As consequence of entering into this agreement, the employee will be entitled to receive the Adjusted Monthly Salary and Childcare Vouchers Value as specified.
- The employee and the employer both acknowledge that this Agreement constitutes a notice of a variation to the Terms for the Variation Term in accordance with the provisions of section 4 of the Employment Rights Act of 1996.
- The employee and the employer agree to vary their Terms for the Variation Term as follows:
 1. The employee will cease to be entitled to the Original Monthly Salary
 2. The employee will be entitled to receive the Adjusted Monthly Salary and Childcare Vouchers.

Variation Term

The Variation Term for these variations of the terms shall commence on the first available day (taking into account University of Dundee procedures regarding Payroll cut off etc) and shall run until such time that you wish to amend your Childcare Vouchers amount or leave the scheme due to a significant change in your circumstances.



Responsibility

The employee confirms that s/he:

- Is the parent of, or has parental responsibility for the child(ren) in respect of whom the Childcare Vouchers will be used to provide childcare.
- Is responsible for selecting the individual or institution that will provide such facilities, and ensuring that they are registered or approved.

I have read and understand the company Agreement to Vary Terms and Conditions of Employment with regard to Sodexo SayCare Pass Childcare Vouchers and agree to abide by its conditions. I undertake to notify the **University of Dundee** in writing, if there are any changes in my personal circumstances or childcare arrangements that would cause me to cease being entitled to this scheme or if I need to change the Childcare Vouchers amount I receive due to a significant change in my childcare requirements or employment situation.

If I am paid weekly I agree to being paid monthly.

Signed: Date.....

Please return this completed form to Human Resources for approval.

PLEASE NOTE - BY LAW, CHILDCARE VOUCHERS CAN ONLY BE PAID TO REGISTERED OR APPROVED CHILDCARE PROVIDERS TO QUALIFY FOR TAX AND NATIONAL INSURANCE SAVINGS.