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**Agreement to vary terms and conditions of employment between the employee, detailed on page 2 and THE ROYAL VETERINARY COLLEGE**

On receipt of this form, Edenred will send you a parent information pack prior to you receiving your first electronic Childcare Voucher order, which will be credited to your personal account with Edenred on the same day as payday. The parent pack contains full details of the scheme and includes a registration form for your childcare provider(s) to complete and return to Edenred, along with a copy of the OFSTED or approval registration certificate. Payment is then made direct to your childcare provider(s) as authorised by you. The value of your electronic Childcare Vouchers should remain the same each month unless a significant reduction/increase is required due to a change of circumstances. The company’s employees 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

**Please note, employees due to commence maternity must withdraw from the scheme 2 months prior to reaching their qualifying week – 15 weeks prior to the Expected Week of Confinement. This is critical to ensure that employees receive their full entitlement of statutory maternity pay.**

**It is hereby agreed:**

1. **Definition**
	1. ‘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.
	2. ‘Terms’ means the terms and conditions of employment between the employers and the employee
	3. ‘Childcare Vouchers Direct’ means a direct stored value facilitated at Edenred.
	4. ‘Value’ refers to the monetary value set out in clause 4
	5. ‘Adjusted Monthly Salary’ means the original monthly salary less the Childcare Voucher Direct value
	6. ‘Variation Term’ means the period of time being not less than one calendar month for which this agreement is to apply, as set out in clause 5.
2. **Recital**
	1. By this agreement, the employee and the employer agree to vary the Terms.
	2. Before entering into this agreement, on the assumption that no agreement similar to this agreement had been entered into, the employee would have been entitled to receive the Original Monthly Salary and Childcare Vouchers Direct Value.
	3. As consequence of entering into this agreement, the employee will be entitled to receive the Adjusted Monthly Salary and Childcare Vouchers Direct Value.
	4. The employee and the employer 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.
3. **Variation**
	1. The employee and the employer agree to vary their Terms for the Variation Term as follows:
	2. The employee will cease to be entitled to the original Monthly Salary
	3. The employee will be entitled to receive the Adjusted Monthly Salary and Childcare Vouchers Direct Value.
4. **Voucher Term**
	1. For the purposes of this agreement, the Childcare Vouchers Direct Value (expressed in pounds sterling) to be received under the terms (as varied by this agreement) shall be as stated on the form, which forms part of this agreement, which is printed on the reverse hereof (“Application Form”).

# Variation Term

* 1. The Variation Term for these variations of the terms shall commence on the first available day as notified on the Application Form and shall expire on the last day of the current financial year.

# Responsibility

* 1. The employee confirms that s/he:
	2. Is the parent or other legal guardian of the child/children in respect of whom the Childcare Vouchers Direct will be used to provide childcare facilities.
	3. Is responsible for selecting the individual or institution that will provide such facilities.

Application Form for ordering Childcare Vouchers Direct

# Please provide ALL the information requested on this form

Name

Home Address

Job

Grade

Department

Hours per Week

Full Time

Part Time

**The children for whom you are responsible and for whom you will pay for childcare**

 Name of Child Date of Birth Type of childcare presently employed

1

2

3

4

**Electronic Childcare Vouchers**

**Required monthly Childcare Voucher Direct Value**  **Total (£)** ……………………

(See Policy, page 2 for specific monthly amounts available)

If you, the applicant are accepted to join this scheme, it is understood that this constitutes a contractual change to your terms and conditions of employment. You will cease to be entitled to your original salary unless you choose to opt out of the scheme due to a lifestyle change\*. Instead of your original salary, you will receive an Adjusted Monthly Salary (see Definition 1.5.) and a separate value of childcare voucher direct value as you have stated above. By signing this form, you are consenting to vary your terms and conditions of employment. Please read the following information carefully and sign, date and return to Human Resources, Hawkshead House.

I have read and understand the company Agreement to Vary Terms and Conditions of Employment with regard to the Edenred Childcare Voucher Direct Scheme and agree to abide by its conditions. I undertake to notify the company in writing, if there are any changes in my personal circumstances or childcare arrangements that would cause me to cease being entitled to the Childcare Voucher benefits.

Signed (Employee): …………………………………………………………………… Date:…………………………………………………………….

\*Lifestyle change defined as: a significant change in your childcare costs, you no longer require childcare, change in employment terms (i.e. full-time to part-time), cease to be employed by THE ROYAL VETERINARY COLLEGE