**WORKPLACE NURSERY SALARY SACRIFICE SCHEME AMENDMENT/ CANCELLATION FORM**

# SECTION 1: EMPLOYEE INFORMATION

Title: First Name: Surname:

Job Title: Department:

National Insurance Number: Payroll Number:

Home Address:

Post Code:

Home Telephone Number: Work Telephone Number:

E-mail Address:

Please state lifestyle change\* of personal circumstances and request for a change in salary sacrifice:-

……………………………………………………………………………………………………………..

……………………………………………………………………………………………………………..

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Child | Date of Birth (DD/MM/YY) | OLD Annual Salary Sacrifice amount | New Monthly Nursery Fee (enter 0 if opting out of the scheme) | Revised Annual Salary Sacrifice (i.e. monthly fee x12) |
|  |  | £ | £ | £ |
|  |  | £ | £ | £ |
|  |  | £ | £ | £ |

Date from which you wish to participate in the scheme (must be a future month)

1st ………………….. 20… until a change in membership caused by a major lifestyle change\* or you leave the scheme at an Annual Renewal Date.

**Opting out of the scheme (if applicable)**

I would like to opt out of the scheme due to the following lifestyle change\*.

By signing this form, I consent to either: (Delete as appropriate)

a) Vary the amount of vouchers deducted from my monthly salary, or

b) Opt out of the scheme.

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

Signed: ………………………………………….... Date: …………………………

For and on behalf of Queen Mary University of London

\*Lifestyle change defined as: a significant change in your childcare costs, you no longer require the childcare placement, change in employment terms (i.e. full-time to part-time), or cease to be employed by Queen Mary University of London.

**Terms and Conditions**

The employee shall:

1. Agree the Salary Sacrifice with QMUL and this Agreement will then serve as an Amendment to the Employee’s Contract of Employment (in accordance with Section 4 of the Employment Rights Act 1996) with regard to the Employee’s salary which will be reduced by the amount of the Salary Sacrifice.
2. Agree that the terms for the variation and agreement shall commence on the date of signature on the Application Form and be effective from the 1st day of the month following receipt of the form in the Human Resources department in accordance with the scheme rules.
3. Agree that QMUL will pay the nursery fees equivalent to the annual cost direct to the QMUL Nursery.
4. Commit to the Nursery scheme, including the agreed Salary Sacrifice for a 12 month period. The employee will only be able to exit or make amendments to the value of the Salary Sacrifice if they have a lifestyle change such as but not limited to pregnancy, redundancy, death of a child/partner, redundancy of a partner, leaving QMUL or change in working hours.
5. Acknowledge that it is at QMUL’s discretion to reinstate the employee’s salary should the employee leave the scheme.
6. Provide QMUL with 28-day’s notice to exit the scheme. The effective date in this case will be the first day of the calendar month following expiry of the 28-day period.
7. Acknowledge in entering into the Nursery scheme that it and the Salary Sacrifice could affect other benefits such as, but not limited to Statutory Sick Pay, Statutory Maternity Pay, Working Tax Credits, and Pension. The employee accepts and agrees that it is their responsibility to determine and understand the effect on their benefits that entry into the electronic Childcare Voucher scheme will have. The Employee is advised to contact the Inland Revenue helpline to discuss Working Tax Credits.

Employee Obligations:

1. The employee is the parent/carer or legal guardian of the child/children for whom the Nursery Salary Sacrifice is required.
2. Any payments due for the provision of the nursery childcare services to the employee which exceeds the value of the salary sacrifice shall be payable by the employee directly to QMUL by the employee.

The employee shall ensure that at all relevant times they meet the employer’s criteria for the Nursery scheme and supply all information required to operate the scheme.