

Change of Circumstances

Employees joining the scheme will enter into a 12 month agreement, during which the terms of the agreement cannot normally be varied unless there is a lifestyle change. A lifestyle change is an event which seriously affects an employee's existing childcare arrangements, which may be linked to birth, death or marriage, changes to contractual hours, birth of another child, long term sick.

Lifestyle changes may include:

- A change in the type of childcare requirements/childcare provider
- A change in working hours or location
- Leaving the organisation
- Long term illness
- Pregnancy, birth or adoption of a child
- Divorce/end of long term relationship
- Death of partner/child
- Changes to financial circumstances that mean childcare vouchers are no longer appropriate

If you were on the scheme in this employment before the 6 April 2011 you can change the amount and will remain entitled to £243 a month tax and NI exempt. You may also stop receiving childcare vouchers for up to 12 months and will still be entitled to £243 a month tax and NI exempt. If you stop receiving childcare vouchers for longer than 12 months or if you change employer, you will be subject to a basic earnings assessment and your tax exemption may be restricted.

Employees wishing to amend the amount of vouchers they currently exchange or choose to terminate their agreement should complete an Amendment of Terms Form online. Employees should give as much notice as possible to ensure the changes are made within the correct pay period.