

Westminster Vouchers,



EMPLOYEES VOUCHER AND AMENDMENT TO VARY TERMS AND CONDITIONS OF CONTRACT

Please fill in this form and sign it. It is recommended that both the employer and employee keep a copy.

Name of Employer _____

Requested Start Date _____

Employee Name _____

Dept. / Payroll No _____

Home Address _____

Post code _____

Vouchers required until _____

Voucher required weekly / monthly	Value of voucher	Made payable to <i>Childcarer's name and address</i>
Total Value of Vouchers		

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In accordance with the agreement to vary the terms and conditions of my employment, the "Agreement" of which this confirmation is part of, I hereby confirm that I will cease to be entitled to my original salary. I will now receive an equal amount - this will be in the form of an adjusted monthly salary and Westminster Childcare vouchers with a face value equivalent to that shown above. My rate of pay will remain unchanged.

Under the terms of the Agreement I acknowledge that the employer is obligated under the clause 3.iii. to pay me the adjusted monthly salary and delivering to me the childcare vouchers indicated above.

I declare that I am the parent/guardian for the child/ children for whom I am requesting these vouchers. I also understand that it is my responsibility to choose the Childcare provider for my child / children.

Neither _____ nor Westminster Voucher Company has any liability (expressed or implied) for the acts or omissions of such childcare provider.

I agree to read and then sign the variation to terms and conditions of employment overleaf. This agreement is between the employee detailed overleaf and _____ (the employer) and it is to vary the terms and conditions of employment. It is hereby agreed:

1. Definition

1.i. 'Original Monthly Salary' means the monthly salary of the employee. 1.ii. 'Terms' means the terms and conditions of employment between the employer and the employee. 1.iii. 'Voucher' means the Westminster Childcare Vouchers. 1.iv. 'Voucher value' means the monetary value of vouchers as set out in clause 4. 1.v. 'Adjusted Monthly Salary' means the original salary less the voucher value. 1.vi. 'Variation Term' means the period of time, as set out in clause 5. This will not be less than one calendar month for which this agreement is to apply.

2. Recital

2.i. By this agreement both the employee and the employer agree to vary the Terms.

2.ii. On the assumption that no similar agreement to this had been previously entered into, before entering into this agreement, the employee would have been entitled to receive the Original Monthly Salary.

2.iii. By entering into this agreement the employee accepts receiving the Adjusted Monthly Salary with additional childcare vouchers.

2.iv. The employee and employer accept that this Agreement constitutes a notice of variation to the Terms for the Variation Term in accordance with the provisions of section 4 of the Employment Rights Act (1996).

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3. Variation

3.i. The employee and the employer agree to change their Terms for the Variation Terms as follows: 3.ii. The employee will cease to be entitled to the Original Monthly Salary. 3.iii. The employee will be entitled to receive the Adjusted Monthly Salary and the face value of vouchers.

4. Voucher Value

4.i. For the purposes of this agreement, the Voucher Value to be received under the Terms, as varied by this agreement, shall be as stated on the form or which may vary from time to time, printed on the first page of this agreement.

5. Variation Term

5.i. The Variation Term for this variation shall start on the first date requested overleaf and expire on the last day vouchers are required.

6. Responsibility

6.i. The employee confirms that he or she:

6.ii. Is the parent or legal guardian of the child or children in respect of whom the Vouchers will be used for childcare. 6.iii. Is responsible for choosing the Childcare Provider who will provide the childcare. 6 iv. Will give at least one calendar month prior notice as to when they wish this agreement to apply. 6v. Will give at least one calendar month prior notice as to when this agreement terminates. A voucher termination form will need to be completed. This can be obtained from HR Dept or alternatively from Westminster Voucher Company.

Signed _____ (The Employee)

Date _____

Signed _____ (The Employer)

Date _____