**CF1: Sample of a Company Contractual Amendment with Employee**

# Payroll No……………………………………….. Date…………………………

**Childcare vouchers agreement**

# Following our recent discussions, we are pleased to offer you the childcare voucher benefit scheme, as part of your contract, effective from the 1st…………………….to 1st ……………………

This incorporates the following pay periods.

|  |  |  |  |
| --- | --- | --- | --- |
| Month | Amount £ per month | Month | Amount £ per month |
| 1 |  | 7 |  |
| 2 |  | 8 |  |
| 3 |  | 9 |  |
| 4 | 10 | |  |
| 5 | 11 | |  |
| 6 | 12 | |  |

If you wish to take up this benefit, please sign and return this letter confirming that you agree to the terms and conditions stated below.

I understand that

1. My gross salary will be reduced by the value of the vouchers I request and this reduction will form part of my contract of employment for this period. Any benefits, pensions or other entitlements based on gross salary may be affected by this reduction.
2. The vouchers have no cash value and can only be redeemed against qualifying childcare.
3. If there are any changes to my status or that of the childcare provider, I will inform my Employer and Linking Up Ltd.
4. I agree to be bound by the terms of an effective salary sacrifice as per Inland Revenue guidelines. I understand these guidelines and that my salary must remain above the legal minimum wage and maintain minimum National insurance contributions.
5. Should there be a change in my personal circumstances that means I will no longer need a salary sacrifice for childcare vouchers I must give you one month’s notice to terminate this agreement early.

Yours sincerely, HR Manager

I agree to the terms and conditions above Signed………………………………………….. ………….

Dated……………………..Print Name…………………………………………………

[**www.linkingup.org.uk**](http://www.linkingup.org.uk/)

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* Company Number 5830401 •
* Company Limited by shares in England and Wales •