

AMENDMENT TO CONTRACT OF EMPLOYMENT

CHILDCARE VOUCHERS

I, _____

- Confirm that I wish to join the **Computershare** Childcare Voucher scheme, operated by Computershare.
- The amount I wish to have each month in childcare vouchers is £..... (up to a maximum of £243 per month / £55 per week).
- I understand that my salary will be reduced accordingly each month by the amount I have elected to take in childcare vouchers with effect from _____ (must be the 1st of a month).

This arrangement will be subject to review on a monthly basis from the point at which you join the scheme; you may opt out of the voucher scheme with one month's notice and you will then revert back to your previous terms and conditions.

If you are a female employee and become pregnant, Statutory Maternity Pay (SMP) is normally based on the amount of your taxable salary in the eight weeks prior to the 15th week before the baby is due. The reduction to your taxable salary you have requested in the salary sacrifice scheme may reduce your entitlement to SMP and you would be advised not to take childcare vouchers during this period.

You must immediately inform Computershare and the Pay team if your employment ceases or your pay is going to be affected for any other reason, i.e. maternity leave, unpaid leave or long term sickness. It is your responsibility to contact Computershare and the Pay team and failure to do so could result in unwanted childcare vouchers being purchased.

You cannot take part of your statutory maternity pay or statutory sick pay in childcare vouchers.

- I confirm that I have received and read a copy of the terms and conditions of the scheme from Computershare and accept the conditions as set out.

To confirm you understand and agree to take part in this salary sacrifice scheme and the consequent variation to your contract, please sign and return the hard copy of this form to the Pay team (Human Resources Office).

Your completed application for Computershare cannot be activated until this Amendment to Contract letter is signed and returned.

Signed _____

Date _____

Signed _____

Date _____

On behalf of London School of Economics