

Employee Variation and Leavers Agreement

Please note: All sections must be completed – failure to do so may delay any changes to your order. Please print clearly.

Employer	DEFENCE ELECTRONICS & COMPONENTS AGENCY		
First Name		Surname	
Service Number		NI Number	
Contact Number (1)		Contact Number (2)	
E-mail (mandatory for e-voucher users)			

Do you want to: (please tick appropriate box)

A. Change the amount of vouchers taken each month? **New monthly amount of childcare vouchers:**

MONTH

Which month would you like to start receiving the new amount? (Please complete)

£ WHOLE POUNDS

B. Leave the scheme?

Which is the last month you want to receive your childcare vouchers? (Please complete)

MONTH

Reason for leaving or changing your voucher amount* (please tick appropriate box).

*Please note that you are not obliged to give reasons for leaving the childcare voucher scheme.

<input type="checkbox"/> Pregnancy/ birth/ adoption	<input type="checkbox"/> New assignment that involves a move of family residence
<input type="checkbox"/> Marriage	<input type="checkbox"/> Change between accompanied/ unaccompanied service
<input type="checkbox"/> Separation/ divorce <i>As a working parent you are still entitled to receive vouchers to pay for the care of your children whether you live with them or not. You may be able to use childcare vouchers as part of a voluntary maintenance agreement.</i>	<input type="checkbox"/> Childcare no longer required <i>Did you know that childcare vouchers can be used to pay for out-of-hours school clubs, summer camps and the care element of boarding schools for children up to the age of 16*? (* 1st September following the child's 15th birthday, or 1st September following the 16th birthday if the child is registered disabled.</i>
<input type="checkbox"/> Death	<input type="checkbox"/> Significant changes to childcare arrangements <i>Any registered carer can apply to receive childcare vouchers as payment. If you would like a carer registration form please call 0800 085 2875.</i>
<input type="checkbox"/> Termination of MOD employment	
<input type="checkbox"/> Deployment or return from Operations	<input type="checkbox"/> Negative effect on benefits

Please be aware that you may leave the scheme at any time. Your reasons for leaving or changing your voucher amount are recorded for information purposes only.

Declaration (Important – Please read terms and conditions as per original salary sacrifice form).

By signing below you agree to the variation in terms and conditions of your employment described in the original Salary Sacrifice Agreement and you agree to abide by the conditions of the Salary Sacrifice Agreement. You hereby authorise DECA to reduce your salary accordingly and in the event of leaving DECA employment you authorise DECA to adjust any excess or outstanding vouchers from your final salary. Any Employee Variation and Leavers Agreement forms that are received by Sodexo before the last working day of the month will be actioned for the following month. **You will not be able to receive a credit on any unused vouchers other than in exceptional circumstances (see Credit Request Form).**

Signature of civilian:

DD / MM / YYYY

Please send the completed form to

DECA Childcare Voucher Scheme, Sodexo Motivation Solutions UK Ltd, Unit 5 Albany Court, Albany Business Park, Frimley Road, Camberley, GU16 7BR