



Information about Childcare Vouchers

The University has joined forces with KiddiVouchers to introduce a Childcare Voucher scheme.

Childcare vouchers are usually received instead of part of your salary, through a system known as 'salary sacrifice'. Unlike your salary, you don't have to pay any tax or national insurance on childcare vouchers. The maximum voucher amount and the saving in tax and national insurance depend on whether you are a basic or higher rate tax payer. The details are as follows:

	Basic rate taxpayer (20%)	Higher rate taxpayer (40%)
Maximum monthly voucher amount	£243	£124
Annual saving – tax & NI contributions	£933	£623

KiddiVouchers can be used to pay for many kinds of childcare, including:

- Nurseries, pre-school and playgroups
- Childminders
- Holiday play-schemes & out-of-hours clubs run by a school or local authority
- Nannies and au-pairs

KiddiVouchers can be used until the September after your child's 15th birthday (or 16th birthday if your child is disabled).

There are three ways that you can use KiddiVouchers to pay your childcare provider:

- **Regular payments:** If you set up a regular payment, we'll pay your childcare provider automatically. You can choose how often your carer's paid (e.g. every week or every month) and you can tell us the date on which the first payment should be made.
- **One-off payments:** You can request a one-off electronic payment from your KiddiVouchers account at any time.
- **Paper vouchers:** If you or your carer prefers to use paper vouchers, then you can print your own vouchers from your KiddiVouchers account. You can also ask us to send you paper vouchers by post or email.

To join the scheme, you'll need to complete an order form and sign the agreement to vary your Terms and Conditions of Employment; this enables us to provide you with childcare vouchers as part of your salary.

If you need a financial example based on your own salary and childcare costs, or if you need comprehensive advice specific to your circumstances, you can contact KiddiVouchers direct by calling 0800 612 9015 and quoting our reference number S841547U, or visit the website at <http://www.kiddivouchers.com/>.

More information about KiddiVouchers can currently be found at http://hr.leeds.ac.uk/directory_record/2647/kiddivouchers.

If you already receive KiddiVouchers and wish to continue to receive them during the unpaid portion of your leave, they'll be funded by us. However, you must contact the Staff Benefits team on 0113 343 4138 the month before your SMP/SAP/SSPP ends to arrange for the vouchers to continue. You may be asked for proof that you still require the vouchers for this period of your leave.

If you have any queries or further questions about KiddiVouchers, please contact your HR Manager.