



University of  
**Strathclyde**  
**Glasgow**

# Childcare Voucher Scheme Policy

## Contents

1. Introduction .....	1
2. Who is Covered by this Policy?.....	1
3. Principles.....	1
4. Using childcare vouchers .....	2
5. Maternity or Adoption Leave.....	2
6. Changes in earnings.....	2
7. Changes to childcare vouchers.....	2
8. Pension implications.....	2
6. Leaving the scheme.....	3
7. Further information and support .....	3
6. Policy Review .....	3

**Policy Owner:** Human Resources

**Last Review Date:** October 2024

**Version:** 1.0

## 1. Introduction

The University Childcare Voucher Scheme, which was established to support our staff with childcare costs, remains available exclusively to existing members who joined the scheme before its closure in 2018. While new enrolments are no longer accepted, the University remains committed to assisting current members in managing their childcare expenses effectively.

## 2. Who is Covered by this Policy?

As of 4 October 2018, childcare vouchers closed for new entrants. This policy provides information for existing members of the scheme only.

If you joined the scheme before or on 4 October 2018 you can continue to receive childcare vouchers provided you:

- Have a child up to the age of 15 or 16 if the child is disabled.
- Remain employed by the university and we continue to run the scheme.
- Make at least one salary sacrifice (more than £0) within each 52-week period.
- Don't leave the scheme to use Tax-Free Childcare.

If you're a new staff member or an existing staff member who's not already a member of the Childcare Voucher Scheme you may be eligible for the government's [Tax-Free childcare scheme](#).

## 3. Principles

Pluxee UK Ltd (formerly Sodexo) currently administer our childcare vouchers. If you're part of the scheme, you've agreed to set aside some of your gross monthly salary. In return, you receive the same amount in childcare vouchers.

Each payday, your salary is reduced by the amount you've chosen to sacrifice for vouchers. The first working day of the month, your Pluxee account is credited with these vouchers. The vouchers have an expiry date (usually between 12 to 18 months from the date when they were issued).

Just so you know, you don't pay tax or national insurance on childcare vouchers. So, when you agree to set aside part of your pre-tax salary for vouchers, you save on tax and national insurance contributions.

The amount you save through the Childcare Voucher Scheme depends on how much of your salary you choose to set aside (or "sacrifice") for vouchers, and second, the tax and national insurance rates applicable to your salary and when you joined the scheme.

Childcare Vouchers can only be used for registered or approved childcare providers. If a carer or childcare facility isn't officially registered (e.g., with the Care Commission or Ofsted), you can't pay them using vouchers. Make sure your childcare provider is registered and willing to accept payment through vouchers.

## **4. Maternity or Adoption Leave**

If you're on University maternity or adoption leave and getting childcare vouchers, you can keep using them as usual, and the cost will be taken from your salary. If you move into a period of only receiving statutory pay, the university will cover the cost of the vouchers until your additional maternity or adoption leave ends.

Sacrificing part of your salary means you earn less. Lower earnings might affect your entitlement to the State Pension or contribution-based state benefits i.e. Statutory Maternity Pay (SMP) and Statutory Adoption Pay (SAP). You may wish to seek independent financial advice on this matter.

## **5. Changes in earnings**

If your salary isn't enough to cover the agreed 'salary sacrifice,' no money will be deducted, and you won't receive any Childcare Vouchers. Your membership in the scheme will be on hold until your salary exceeds the sacrificed amount.

## **6. Changes to childcare vouchers?**

You can change the amount that you sacrifice from your salary by logging in to the Pluxee account. Any changes should be made by the 5th of the month to be effective in the salary paid at the end of that month.

## 7. Pension implications

Pension contributions are calculated on the gross salary before the value of the Childcare Vouchers are deducted.

## 8. Leaving the Scheme

You can leave the scheme any time giving 30 days' notice. Before leaving the scheme, remember to make sure you don't have any extra savings left in your Pluxee Account. You'll not be able to re-join unless you've only temporarily opted out due to maternity leave or career break and meet the eligibility criteria.

We can request a refund for you if you are leaving the University, no longer require childcare, or if you wish to leave the scheme. In any other circumstances, you won't get a refund for any remaining vouchers.

If you wish to stop your childcare vouchers for a while but not leave the scheme, you must keep your deductions at a minimum of £1 to keep your account open. If you change your deduction to zero, this amounts to closing your account and you will not be able to rejoin again, as our scheme is closed to new members.

## 9. Further Information and Support

If you have any queries about this policy, please talk to your manager or contact [Human Resources](#).

Further information on Pluxee Vouchers can be found at the Pluxee website: <https://uk.childcare-vouchers.sodexo.com/> or by telephoning the dedicated helpline on 0800 328 7411.

## 10. Policy Review

This policy is reviewed by Human Resources on a regular basis. To see when the next review is due, please see our [Policy Review Schedule](#) (staff login required) on our People Hub.