##

### Human Resources

# Keeping in Touch (KIT) Days Form

By agreement with your manager (and your Head of Department), you may undertake up to 10 days (paid) work during your maternity/adoption leave without bringing your maternity/adoption leave to an end. These are known as Keeping In Touch (KIT) days and may be taken as either separate days or as a single block.

KIT days may be used for activities such as attending meetings, training sessions, or other events for the purposes of keeping in touch with the workplace or for you to perform your normal job duties. KIT days can be undertaken at any stage during maternity/adoption leave apart from the first two weeks after the birth or placement.

|  |  |
| --- | --- |
| **Last name:** |  |
| **Forename(s):** |  |
| **Employee No:** |  |
| **School/Department:** |  |
| **Expected date of return from maternity/adoption leave:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Day** | **Date** | **Reason for attendance** | **Hours worked (not including lunch)** | **Payment** |
| 1 |  |  |  | Yes/No |
| 2 |  |  |  | Yes/No |
| 3 |  |  |  | Yes/No |
| 4 |  |  |  | Yes/No |
| 5 |  |  |  | Yes/No |
| 6 |  |  |  | Yes/No |
| 7 |  |  |  | Yes/No |
| 8 |  |  |  | Yes/No |
| 9 |  |  |  | Yes/No |
| 10 |  |  |  | Yes/No |

KIT days are optional and there is no requirement for you to agree to attend work for any KIT days. Similarly your manager does not have to offer such days to you.

If you do attend work for a KIT day, you will receive full pay for any day/hours worked. If a KIT day occurs during a week when you are receiving SMP/SAP, this will be effectively “topped up” so that you receive full pay for the day/hours in question. Alternatively you may agree to take the equivalent number of days/hours as time off in lieu. If you work for less than a full day, this will still count as one KIT day for the purposes of the maximum 10 days allowance.

|  |  |
| --- | --- |
| Employee Signature: |  |
| Name and Signature of Head of School/Department |  |
| Date: |  |

### Any agreed payment will be made in the month following the KIT day, and therefore all KIT forms must be sent to HR Operations by the post deadline date for that month. Please refer to the HR website for details of payroll deadlines.