

Record of Keeping in Touch Days (KIT Days)

Staff on maternity leave may, by agreement with their Head of School/Unit, undertake up to 10 days paid work, referred to as 'Keeping in Touch Days (KIT Days)', during their maternity leave.

The type of work undertaken is a matter of agreement between the member of staff and the Head of School/Unit. The days may be used for any activity which would ordinarily be classed as work under the employees' contract, and could be particularly useful in enabling attendance at a conference, training activity, away day, departmental meetings.

Name: _____

Staff ID/NI Number/ Date of Birth: _____

School/Unit/Residence: _____

Date of KIT day	Total hours
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Salary to be charged to					
Cost Centre		Analysis Code		Detail Code	

I certify that the hours stated me above have been worked by me, as part of my KIT day entitlement.	Certified by Head of School/Unit
Signed	Signed

Please ensure you retain a copy of this form for your own records and return the completed form to the Salaries Office, College Gate to ensure payment of KIT days.

KIT days will be included in your monthly salary and will be detailed on your payslip. The days will be paid on the first pay date after Salaries receive this completed form; provided it is received by the relevant salary cut off date.