

Notification of Keeping in Touch Day(s) (Maternity/Adoption Leave)



The form should be completed by the staff member's line manager and forwarded to HR Services for processing.

Please note: Any work done on any day during the maternity/adoption pay or maternity/adoption leave period will count as a whole KIT day, up to the 10-day maximum. In other words, if an employee comes in for a one-hour training session and does no other work that day, s/he will have used one of their KIT days. Full details regarding Keeping In Touch Days are set in our **Maternity, Spouse or Partner and Adoption Policy** of the HR section of UEL's web pages (<http://www.uel.ac.uk/hrservices/handbook.htm>).

Section 1. To be completed by Line Manager

Name of staff member	
Payroll Number (on payslip)	
School/Service	

Details of Keeping in Touch (KIT) Days (Maximum of 10 days)

Day	Date(s) Worked	Hours Worked (not including lunch)	Brief Description of activities undertaken during KIT day(s)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
Total Hours Worked			

I confirm that:

- The above KIT days were mutually agreed between the staff member and their line manager in consultation with HR Services;
- The KIT days did not occur during the first two weeks after childbirth;
- The total number of KIT days taken by the staff member did not exceed 10 days; and
- The staff member wishes to **[receive a payment appropriate to his/her pay band] or [the equivalent time off in lieu (TOIL) for KIT day(s) worked]** – Please select staff member's preferred option.

Name of Line Manager			
Signature		Date	

Section 2. To be completed by Dean of School/Director of Service (or nominee)

I confirm that the above named staff member has worked the number of hours and date(s) stated above, and authorise payment to be made at the appropriate rate or the equivalent TOIL for KIT day(s) worked.

Name of Dean/Director (or nominee)			
Signature		Date	