

KIT Days: Keeping in Touch Days

While on Maternity Leave you are able to undertake up to 10 days of paid work—to ‘keep in touch’. They are not obligatory and can be agreed upon before the leave starts. However, bear in mind that there may be a need for flexibility and you are not obliged to stick to the previous agreement.

These are for the purpose of easing back into work after leave, or for specific training that is required before returning to work. They can be used for a wide range of work-related activities, for example you could do a shift at the site you will be returning to work at, or you could use a KIT day to attend a course such as EPALS or NLS. In many deaneries you will have access to study budget during maternity leave and so can use this to help fund your attendance on courses. It is a good idea to discuss your plans for KIT days with your educational supervisor to identify learning needs and arrange KIT days which you feel will improve your confidence on returning to work.

KIT days are taken when still on maternity leave, and usually cannot be taken during your accrued annual leave at the end of maternity leave. If you take a KIT day during the paid portion of your maternity leave, trainees will either be paid for their KIT day or that week’s maternity pay, whichever is the higher. KIT days in the no-pay maternity leave period are paid, or alternatively you may be able to take paid time off in lieu for any hours worked in a KIT day when you return to work. When it comes to submitting requests for paid KIT days, there will usually be a “Keeping in Touch” Day Payment Request Form or similar available on your local HR intranet, which you need to get signed by your line manager in order to get paid for your KIT day.

The Organisation for which you work will have a local policy but the wording will be something like;

- Before going on Maternity Leave employees should discuss and agree with their line manager any voluntary arrangements for keeping in touch.
- Keeping In Touch days allow employees to do a limited amount of work under their contract during the Maternity Pay Period without loss of SMP for the week.
- They are intended to facilitate a smooth return to work and may include training of other activities that facilitate ‘keeping in touch’ with the work environment.
- An employee may work a maximum of 10 KIT days without ending maternity pay. Any days of work will not extend maternity leave.
- Working for part of any day will count as a whole KIT day.
- The employee will be paid at their basic daily rate for the hours worked, less appropriate maternity leave payment for the KIT days worked
- An employee may not work during the compulsory two weeks maternity leave immediately after the birth of her baby.
- All work must be agreed, neither the employee nor the employer can insist on it.

Further information will be available through your local HR department