Keeping in Touch Days

Employees may, by agreement with their Head of Department, undertake up to 10 days paid work, referred to as KIT (“Keeping in Touch") days, during their Maternity Leave.   Such days may be undertaken at any stage during the maternity period except during the first two weeks after the baby is born.

The type of work undertaken is a matter for agreement between the employee and her line manager.  The days may be used for any activity which would ordinarily be classed as work under the employee’s contract, and could be particularly useful in enabling an employee to attend a conference, undertake a training activity or attend a team meeting.  KIT days are optional and can only take place by agreement between both parties.

Before you work on a KIT day, you and the University must agree the amount of pay that you will receive for working on a KIT day.

KIT days do not extend the statutory or occupational maternity pay period in any way.  For instance, if a KIT day occurs during a period of full pay, no additional payment will be made.  If a KIT day occurs during a period of half pay or SMP only, this will be effectively “topped-up” so that the individual receives full pay for the day in question.  Payment for KIT days will only be made after completion of the day’s work.