**PAYMENT OF KEEPING IN TOUCH (KIT) DAYS**

Employee Name: ……………………………………. Payroll No: ……………..………...

Service: …………………………………………. Employee Base: ………………………….

Claim for Month Ended: ……………………………………..

**KIT Days**

Please detail each KIT day taken. A single KIT day is any day where work-related activity is undertaken for a period up to your normal hours of work. A maximum of 10 KIT days can be taken during the maternity/adoption leave period. If you decide to undertake KIT days (whether you only work a few hours or a whole day), it will still be counted as one day for ‘KIT’ purposes and you will be paid for the hours actually worked. For example, it cannot be agreed that you will work 20 half-days.

|  |  |  |
| --- | --- | --- |
| **Date of KIT day** | **Status of Maternity Pay – Full / Half / SMP / No Pay*****(please delete as necessary)*** | **Hours Worked** |
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| **Total for month** |   |   |

I confirm that:

* The above KIT days have been mutually agreed by the line manager and employee;
* The KIT days do not occur within the 2 weeks following childbirth; and
* The total number of KIT days taken by this employee does not exceed 10 days.

Line manager’s name …………………………………………………….………..

Job title …………………………………………………….………..

Signature …………………………………………………….………..

Authorised signatory …………………………………………………….………..

Print name …………………………………………………….………..

Date …………………………………………………….………..

Following authorisation, completed forms should be emailed to payrollandreward@pkc.gov.uk.