

## ADOPTION LEAVE KEEPING IN TOUCH (KIT) DAYS CLAIM FORM

By agreement with your Manager, up to a maximum of 10 KIT days may be taken.

You may receive additional payment for the hours that you work, which is calculated as follows:

- KIT day whilst receiving University Adoption Pay (i.e. full pay) = no additional payment will be made.
- KIT day whilst receiving Statutory Adoption Pay = the statutory rate will be topped up to your normal basic pay for the hours you work.
- KIT day whilst on unpaid Adoption Leave = your normal basic pay for the hours you work.

### **Section 1 – Your Details**

Employee name	
Job title	
College/Department	
Telephone number	
Manager's name	

### **Section 2 – Keeping In Touch (KIT) Days Record**

	Date	Number of hours worked	Activity description (optional)
1			
2			
3			
4			
5			
6			
7			
8			

**Employee declaration:**

I confirm that I worked the above hours and wish to claim additional payment (where appropriate) in respect of these.

Employee name:

Employee number:

Employee signature:

Date:

**Payment authorised by:**

Manager's name:

Date:

Manager's signature:

**Please send a scanned copy of the completed form to Human Resources for payment.**