

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

<b>9</b>			
<b>10</b>			
<b>Employee declaration:</b>			
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:	
<b>Payment authorised by:</b>			
Manager's name:		Date:	
Manager's signature:			

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