

**This document is designed to read in conjunction with the Maternity leave policy and procedures, Adoption leave policy and Paternity leave policy.**

**References to “Statutory Pay” refer to Statutory Maternity Pay, Statutory Adoption Pay, or Additional Statutory Paternity Pay.**

**Q. What are Keeping in Touch (KIT) Days?**

A. Up to 10 paid days when you can choose to attend work during your Maternity, Adoption or Additional Paternity Leave. KIT days are intended to help you keep in touch with your workplace and allow you to do some work without affecting your Statutory Pay. They could also help ease your eventual return to work.

**Q. What if I have part-time jobs with both the University and another employer?**

A. You can only use Keeping in Touch days with the employer who is paying you Statutory Pay. You cannot use KIT days for any work you do for any employer other than the employer who is paying you Statutory Pay.

**Q. Can I use these days at any point during my Maternity, Adoption or Additional Paternity Leave?**

A. Yes except for the first two weeks after your baby is born in the case of Maternity Leave. You should agree the timing of these days with your line manager. Days of work will not extend the Maternity Leave period.

(Please note that if you take annual leave before returning to work, choosing to work during that annual leave period is not a Keeping in Touch day. You should simply agree with your manager to cancel that day of annual leave.)

**Q. Do the days have to be taken in blocks or as individual days?**

A. They can be taken as either. Please also see ‘Will I be Paid?’

**Q. Can my Line Manager ask me to come into work? If so, do I have to agree?**

A. The University, as an employer, is allowed to make reasonable contact with you whilst you are on maternity, adoption or paternity leave, and this is considered good practice. You are not obliged to do any work or attend any work-related events during leave. If you and your line manager both agree you can work up to a total of 10 days during your leave.

**Q. Do I have to agree in advance my intention to come to work for a Keeping in Touch Day?**

A. No, however it is considered best practice for you and your line manager to agree in advance when you are going to attend work for one of your Keeping in Touch Days to allow everyone to make any necessary arrangements.

**Q. If I attend work for half a day or less is this classed as one of my Keeping in Touch Days?**

A. Yes – working any number of hours counts as a full Keeping in Touch day.

**Q. Do I have to let Human Resources / Payroll know when I come into work?**

A. No, your line manager will record the dates that you attend work on the Keeping in Touch Days and inform HR services.

**Q. Can I attend work on more than 10 occasions?**

A. This is possible with agreement with your line manager, however please note that once you have used up your 10 KIT days you will lose a whole week's Statutory Pay for any week in which you do work. It is strongly recommended that you think carefully before deciding to work beyond your 10 KIT days in a week where you are due to receive Statutory Pay.

**Q. Will I be paid?**

A. Yes, in addition to any maternity pay due in that week, you will receive additional pay for each Keeping in Touch day subject to the restrictions below. If any maternity, paternity or adoption pay plus pay for KIT days exceeds your normal daily pay then your total pay for that day will be capped at a normal day's pay. This means that:

- You **will** receive additional pay for Keeping in Touch days worked when you are on statutory pay only or nil pay. Your total pay for each day (including any maternity, paternity or adoption pay) will be capped at your normal daily pay.
- you will **not** receive additional pay for Keeping in Touch days worked during full pay.

**Q. At what rate will each day be paid?**

A. Subject to the restrictions above, each Keeping in Touch day is paid as 1/260th of your annual salary, unless you work either term-time only/academic year only or on variable hours (e.g. paid by timesheet such as a Teaching Assistant) when your average daily pay is calculated on a similar basis to your average weekly pay.

**Q. When will I be paid?**

A. Any payment due for Keeping in Touch days will be made when you return to work following your Maternity, Adoption or Additional Paternity Leave period.

**Q. If I work any Keeping in Touch Days can I choose to claim these back as holiday at the end of my Maternity, Adoption or Additional Paternity Leave instead of being paid?**

A. No, this is not possible.

**Q. Will I be placed at a disadvantage on my return if I don't come into work for a KIT day prior to the end of my Maternity, Adoption or Additional Paternity Leave?**

A. Staff are encouraged to make use of KIT days as a positive way to keep in contact with developments in their team and Faculty or Service and ease the transition back into work, but there is no detriment if you are unable to, or choose not to, use them.

**Q. What type of work will I be expected to undertake whilst in work on a Keeping in Touch Day?**

A. You may be expected to undertake any work duties you normally perform. This may include attending a conference, undertaking training or a team event, or doing work. One purpose of these days is to allow you to be kept informed and up to date on developments within your own team, Faculty or Service or within the University.

**Q. Where can I find out more?**

A. Policies can be found at:

[www.staffnet.manchester.ac.uk/employment/leave-work-arrangements/family-friendly/](http://www.staffnet.manchester.ac.uk/employment/leave-work-arrangements/family-friendly/)

and further information on Keeping in Touch days is available at:

[www.dwp.gov.uk/working-in-your-maternity-pay/](http://www.dwp.gov.uk/working-in-your-maternity-pay/)