**Human Resources**

**Payment for keeping in touch (KIT) days**

**and shared parental leave in touch (SPLIT) days**

**Authority for payment form**

Individuals who are on maternity, adoption/surrogacy or shared parental leave may, by mutual agreement with their Head of School/Service (or nominee), come into work during their leave (with the exception of primary carers who are unable to undertake work during the first two weeks after the birth/adoption) without it affecting their maternity, adoption or shared parental leave pay. This form should be used to claim payment for such days worked.

**It should be submitted on a monthly basis.**

If you require this form in an alternative format (for example braille, large print or e-text), please contact Human Resources at [hr@leeds.ac.uk](mailto:hr@leeds.ac.uk).

**Number of days work/training etc that can be undertaken during leave**

|  |  |
| --- | --- |
| Leave | Number of days[[1]](#footnote-1) |
| Maternity and adoption/surrogacy leave | 10 |
| Shared parental leave | 20 |

**For completion by employee**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Payroll ID number: |  |
| School/Service: |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Total number of KIT days used to date |  | Total number of SPLIT days used to date |  |

|  |  |
| --- | --- |
| Dates of KIT days worked this month | Number of hours worked on each KIT day |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Dates of SPLIT days worked this month | Number of hours worked on each SPLIT day |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** |  | **Date:** |  |

**For completion by Head of School/Service (or nominee)**

|  |  |  |  |
| --- | --- | --- | --- |
| I confirm that the above named has worked the number of hours stated, and authorise payment to be made at the appropriate rate. | | | |
| **Signed:** |  | **Date:** |  |
| **Name:** |  | **Ext:** |  |

The form should be completed and returned to Payroll at payro@adm.leeds.ac.uk **as soon as possible after the KIT/SPLIT days have been worked each month**.

1. Any amount of work done on a KIT or SPLIT day counts as one of these days e.g. if an employee attends a one hour training session and does no other work on that day, this will count as one KIT/SPLIT day. The rate payable for work done on these days can be found in the maternity and adoption/surrogacy policies and the shared parental leave guidance available at <http://hr.leeds.ac.uk/download/downloads/id/401/shared_parental_leave_guidance>. Where a full day is not worked, payment will only be made for the hours actually worked. [↑](#footnote-ref-1)