**Form ML/ADL4 - Keeping in Touch (KIT) Days Record (Maternity & Adoption Leave)**

Please complete this record on your return to work from maternity or adoption leave. Payment will be made and shown on your next available payslip (depending on the payroll deadlines).

During maternity or adoption leave you may work on a maximum of 10 days without affecting your rights to statutory pay.

KIT days do not extend your period of maternity or adoption leave.

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

* KIT day whilst receiving occupational maternity/adoption pay (ie. full pay) = no additional payment will be made.
* KIT day whilst receiving statutory maternity/adoption pay = the statutory rate will be topped up to your normal basic pay\* for the hours you work.
* KIT day whilst on unpaid maternity/adoption leave = your normal basic pay for the hours you work.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **DATE** | **TIME** | **NUMBER OF HOURS WORKED** | **ACTIVITY DESCRIPTION (optional)** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |
| **5** |  |  |  |  |
| **6** |  |  |  |  |
| **7** |  |  |  |  |
| **8** |  |  |  |  |
| **9** |  |  |  |  |
| **10** |  |  |  |  |
| **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 Name: | Date: |
| Manager Signature: |  |

**Manager to send a scanned copy of the completed form to People & OD Operations (****people-od.operations@manchester.ac.uk****) for payment.**