

Maternity/Adoption Leave:

Keeping in Touch days (KIT Days)

We may make reasonable contact with you from time to time during your maternity/adoption leave e.g. to make arrangements for your return to work or to notify you of developments in your School/Section etc.

You can work (including attending training or conferences) for up to 10 days during your maternity/adoption leave without bringing your maternity/adoption leave or Statutory Maternity Pay (SMP) to an end.

What you need to know before working a KIT day

You can work up to 10 days during your maternity/adoption leave. These days are called 'keeping in touch days' as the purpose of them is to allow you to keep up to date with changes in the workplace/participate in important meetings/attend training/conferences etc.

KIT days are optional, you are not obliged to undertake any such work during your maternity/adoption leave. Both you and your line manager need to agree to you working a 'keeping in touch' day. Please note you must not work in the 2 weeks immediately following the birth of your child.

Your right to maternity or adoption leave and pay is not affected by taking KIT days however there are some things that you should consider before you opt to take a KIT day.

Your KIT days can be taken at any time during the Maternity Pay Period/Adoption Pay Period as single days or blocks of days subject to agreement with your line manager, however the payment received may be impacted by whether you are in receipt of SMP or Occupational Maternity Pay (OMP) etc. at that time.

Any salary paid for the day's work may be offset against the University's SMP/Statutory Adoption Pay (SAP) liability so long as the total amount of SMP/SAP and earnings paid to you for the SMP/SAP week is at least the equivalent of the SMP/SAP entitlement.

Please note that if you work a KIT day during the period when you are in receipt of OMP/Occupational Adoption Pay (OAP) which includes SMP/SAP you will not get an additional day's pay as you are already being paid, i.e. you cannot be paid more than a day's pay.

However should you work your KIT day whilst in receipt of SMP/SAP only, any earnings paid for these days will be used towards the payment of any salary sacrifice arrangements e.g. pension, childcare vouchers, workplace nursery, purchase of annual leave, cycle to work scheme.

You should note that any amount of work done on a KIT day counts as one full KIT day, even coming into work for one hour, a training session or to attend a meeting.

You cannot work any day or part of a day which is not a KIT day. If you do you will not be entitled to and will lose SMP/SAP for that week.

If your work on a KIT day spans midnight it will count as one KIT day but only if this is your normal working pattern.

If you wish to utilise KIT days, you should contact your Line Manager in the first instance and then complete the form below. Your Line Manager will notify the Payroll Department of any work which you undertake as KIT days and arrangements will be made to ensure that you receive appropriate payment for them.

Should you require any guidance on how KIT days might work for you, please do not hesitate to contact your HR Partner or Adviser.

Keeping in Touch (KIT) Days Application Form		
Please note you can work a maximum of 10 KIT Days		
Once completed please return the form to the Payroll Department (payroll@abdn.ac.uk)		
Employee Name:		
ID Number:		
Date/s planned for KIT Day		
SMP/OMP period		
Line Manager to sign to confirm KIT Day/s completed	Line Manager Name: Print:	Line Manager signature: Date:
KIT Days already taken including date above		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Shared Parental Leave: Shared Parental Leave in Touch (SPLIT) days

We may make reasonable contact with you from time to time during your shared parental leave (SPL) e.g. to make arrangements for your return to work or to notify you of developments in your School/Section etc.

You can work (including attending training or conferences) for up to 20 days during your shared parental leave without bringing your shared parental leave or Shared Parental Pay (ShPP) to an end.

What you need to know before working a SPLIT day

You can work up to 20 days during your shared parental leave. These days are called 'shared parental leave in touch' days, (SPLIT days) as the purpose of them is to allow you to keep up to date with changes in the workplace/participate in important meetings/attend training/conferences etc.

Keeping in touch days are optional, you are not obliged to undertake any such work during your shared parental leave. Both you and your line manager need to agree to you working a SPLIT day. Please note you must not work in the 2 weeks immediately following the birth of your child.

Your right to shared parental leave and pay is not affected by taking SPLIT days however there are some things that you should consider before you opt to take a SPLIT day.

Your SPLIT days can be taken at any time during the Shared Parental Pay Period as single days or blocks of days subject to agreement with you line manager, however the payment received may be impacted by whether you are in receipt of ShPP or Occupational Shared Parental Pay (OShPP) etc. at that time.

Any wages paid for the day's work may be offset against the University's ShPP liability so long as the total amount of ShPP and earnings paid to you for the ShPP week is at least the ShPP entitlement.

Please note that if you work a SPLIT day during the period when you are in receipt of OShPP you will not get an additional day's pay as you are already being paid, i.e. you cannot be paid more than a day's pay.

However should you work your SPLIT day whilst in receipt of ShPP only, any earnings paid for these days will be used towards the payment of any salary sacrifice arrangements e.g. pension, childcare vouchers, workplace nursery, purchase of annual leave, cycle to work scheme.

You should note that any amount of work done on a SPLIT day counts as one full SPLIT day even coming into work for one hour, a training session or to attend a meeting.

You cannot work any day or part of a day which is not a SPLIT day. If you do you will not be entitled to and will lose ShPP for that week.

If your work on a SPLIT day spans midnight it will count as one SPLIT day but only if this is your normal working pattern.

Working more than 20 SPLIT days will bring the Shared Parental Pay period to an end.

If you wish to utilise “SPLIT” days, you should contact your Line Manager in the first instance and then complete this form. Your Line Manager will notify the Payroll Department of any work which you undertake as SPLIT days and arrangements will be made to ensure that you receive appropriate payment for them.

Should you require any guidance on how SPLIT days might work for you, please do not hesitate to contact your HR Partner or Adviser.

Shared Parental Leave Keeping in Touch (SPLIT) Days Application Form		
Please note you can work a maximum of 20 SPLIT days		
Once completed please return the form to the Payroll Department (payroll@abdn.ac.uk)		
Employee Name:		
ID Number:		
Date/s planned for SPLIT Day		
OShPP/ShPP Period		
Line Manager to sign to confirm SPLIT Day/s completed	Line Manager Name: Print:	Line Manager signature: Date:
SPLIT Days already taken including date above		
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