



# BeyondEAP

Specialist employee support  
for life's toughest challenges



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## KIT Days

### What are KIT days?

Keeping In Touch Days (KIT) are where an employee can work for up to 10 days during Maternity/Adoption leave (with the exception of the first two weeks compulsory maternity leave immediately following childbirth) without losing statutory maternity/ adoption leave.

### What do I get paid?

You will receive your normal full daily rate of pay for the 10 days (minus deductions for Income tax and NI) If you are still receiving maternity pay, then the payment for the KIT day will normally be offset against your entitlement to statutory maternity pay for the week in which you attend work. Therefore, it often makes more sense financially to work a KIT day when you are receiving nil pay.

If your maternity pay plus pay for your Keeping in Touch days exceeds your normal weekly pay, then your total pay for that week will be capped at a normal week's pay.

Any work you do will be counted as a whole day – even if you only go into the office or work for an hour, however payment is not dealt with under legislation therefore it is a matter for agreement between the employer and employee. Employers may pay you a day's pay (even if you do not work a full day) or may only pay you for the hours worked.

### What work can you do on Keeping in Touch days?

This is a matter for agreement between you and your employer but typically includes:

- Calls to colleagues/clients
- Zoom calls to colleagues/clients
- Office visits/lunches (you can use this to practice your childcare arrangements)
- Client visits/lunches
- Attending a conference
- Training/events/Xmas party
- Paperwork/blogs
- Appraisal interview

### What is the procedure?

You can only work a KIT with your employer's agreement. Likewise, they are unable to insist on your working a KIT day if you do not want to. If you would like to work a KIT day, then you should contact HR/your line manager to arrange this in advance of you working it. Make sure that HR is kept informed of your KIT days as they are responsible for payroll.

**Payments are open to human error, so it is also your responsibility to chase payment.**

