



# Keeping In-Touch Form

Provided by Education HR September 2017

## Notes:

- Up to 10 Keeping in Touch days can be worked during an employee's maternity or adoption leave without affecting their leave or right to claim Statutory Maternity Pay (SMP) or Statutory Adoption Pay (SAP).
- Payment for any work undertaken as a Keeping in Touch Day will be paid in hours.
- Half days or shorter periods of time (e.g. hours) will be counted as one full 'Keeping in Touch' day for recording purposes in accordance with Inland Revenue Regulations
- 'Keeping in Touch' days are paid at the employee's normal contractual rate of pay. (This will be off-set against any SMP or SAP that the employee may be receiving).
- Managers are advised to keep a record of the amount of 'Keeping in Touch' days worked by their employee.
- Under no circumstances should any work be undertaken during the employee's 2 week period of compulsory maternity leave.

Personal Details	
Name in full:	
Payroll/Employee number:	
Date maternity leave began:	
Job Details	
Position:	
School:	
Business Group:	
Line Manager's name:	

Date of Hours Worked	Reason for Attendance (e.g. to attend training, to attend team meeting, assist in project work/normal service delivery, etc)	Total Number of Hours Worked e.g. If only 2 hours are worked, this will count as 1 Keeping in Touch Day for recording purposes

Management Signature	
Print Name	
Contact Telephone	
Date	

PLEASE RETURN THIS FORM TO Katie Metherell, Business Leadership Team, c/o Redhills Primary School.