



## Manager Guidance – Keeping in Touch Days

### Introduction

This guidance is based on North Lanarkshire Council's Maternity Policy.

### Keeping in Touch Days

All employees are allowed up to 10 days at work with normal pay as "Keeping in Touch Days", without bringing their maternity leave or adoption leave period to an end. Normal pay will be an amount inclusive of Statutory Maternity Leave, Statutory Adoption Pay or Maternity Allowance as appropriate.

These days do not have to be consecutive and can be used for training or any other activity which enables the employee to keep in touch with the place of employment. "Keeping in Touch Days" can only be taken following agreement between the employer and the employee to both the activity and timing.

### Steps in the Process

Step	Task	Who does it
1	Notify ESC in writing of the date and hours that employee has undertaken as a KIT day	Manager
2	Input KIT date(s) to iTrent	HR Operations Team

### What do I as a manager need to know?

Notifications for any Keeping in Touch Days (KIT) should be sent to the ESC in writing as soon as possible to ensure the employee is paid in the next available salary. (Please note that these can only be claimed **after** the employee has undertaken the KIT day(s).)

### How do I get further help with this?

North Lanarkshire Council's Maternity Policy

You can contact your HR Operations teams:

[HR Operations Team 1](#) – Adult Health & Social Care and Chief Executive Services

[HR Operations Team 2](#) - Enterprise & Communities

[HR Operations Team 3](#) - Education & Families Service