



## Employee Guidance – Keeping in Touch Days

### Introduction

This guidance is based on North Lanarkshire Council's Maternity Policy. Keeping in Touch Days

You are allowed up to 10 days at work with normal pay as "Keeping in Touch Days" without bringing the maternity leave or adoption leave period to an end. Normal pay will be an amount inclusive of Statutory Maternity Pay, 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 you to keep in touch with your place of employment. "Keeping in Touch Days" can only be taken following agreement between your line manager and yourself to both the activity and timing.

### What do I need to know?

Once your line manager notifies the Employee Service Centre of the date(s)/hours that you have undertaken as KIT days they will be processed via your next available salary.

### What do I need to do?

You must contact your line manager to discuss when you would like to undertake your KIT days.

Your line manager will notify the ESC **after** you have undertaken your KIT date(s).

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

North Lanarkshire Council's Maternity Policy

You can contact our ESC People Operations team at – [ESCPeopleOperations@northlan.gov.uk](mailto:ESCPeopleOperations@northlan.gov.uk)