

Appendix 19: KEEPING IN TOUCH (KIT) DAYS RECORD

After carefully reading the guidelines within the policy, please record any hours worked as Keep in Touch whilst on maternity leave in the table below.

Name of Employee: Base:

Payroll (assignment) number: _ _ _ _ _

Date of KIT session	Start Time	Finish Time	Total Hours Worked (excluding breaks)	Please indicate; time in lieu or payment

Signed		Date	
Managers Signature		Date	

Once signed by both employee and Manager, please forward this form directly to payroll: hnf-tr.payroll@nhs.net