JNCT1.5

Keeping In Touch / Shared Parental Leave In Touch Days

(Devolved matter)



Human Resources

December 2023

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Version Control

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| Version Number | Effective Date | Details of Revision | Responsible Person | Review Date |
| 1 | 13.5.19 | Minor change to process – forms to be sent to Employee Services | L Boyd | Feb 2020 |
| 2 | 8.2.21 | New SAC logo | L Boyd | Feb 2022 |
| 3 | 11.12.23 | Updates to email addresses | L Boyd | Dec 2024 |
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1. Background

As part of the Government’s policies on work and families, the concept of Keeping in Touch Days has been introduced for employees who are on Maternity or Adoption leave. Keeping In Touch Days are a formal arrangement to allow employees to undertake some kind of work and for keeping them informed during their period of Maternity or Adoption leave. The Code of Practice on Keeping In Touch days (a copy of which can be found [here](http://www.snct.org.uk/wiki/index.php?title=Part_2_Section_7)) gives clear guidance on how this should work in practice and places a requirement on Local Negotiating Committees to set up operational arrangements within each Council.

1. Arrangements Required Prior to Maternity/Adoption Leave Commencing

Head Teachers should be aware that prior to going on Maternity/Adoption leave they must have a meeting with the teacher to discuss whether the teacher wishes to utilise the Keeping In Touch Days, as participation is not compulsory on the part of the teacher.

If the teacher does wish to do so, discussion should take place and agreement reached on the following:

* The method of communications while the Teacher is on Maternity leave e.g. is contact always by telephone, letter or to their personal email address or can the employee access school email from home, is it through a colleague etc;
* Establish who wishes to initiate the first contact i.e. would the Teacher prefer to contact the Head Teacher at the point they feel ready to become more aware of work issues or do they agree in advance a date when the Head Teacher should make the initial contact;
* Consider and agree what type of information the employee wishes to receive during the period of their Maternity/Adoption leave and how they will receive this;
* Consider how many days the teacher would wish to utilise for this arrangement up to a maximum of 10 days. Part days would be counted as whole days for the purpose of reckoning the days used but for payment purposes only hours worked would be paid for part days.

1. Record Keeping

Following the meeting the Head Teacher is required to complete the form attached as Appendix A of this agreement and return it to Payroll at [Payroll@south-ayrshire.gov.uk](mailto:Payroll@south-ayrshire.gov.uk) in order that details of the agreement can be held in the employee’s file. The form should contain details of the anticipated dates when the employee intends to carry out work and the type of activity they will carry out.

It is however recognised that the actual dates of work may not be known at the time of the meeting but the general areas of work to be undertaken may be known.

1. Payment Arrangements

Payment will be made to the teacher following completion of each Keeping in Touch (KIT) day, up to a maximum of 10 days.

Where an employee is still in receipt of SMP/SAP or Maternity Allowance the payment for Keeping In Touch Days will be inclusive. For clarity this means:

* Where a KIT day is worked within the first 13 weeks of the teacher’s maternity while they are still in full pay, they would receive no additional payment for the day or days worked.
* If the KIT day is worked during the next 26 weeks when the teacher is receiving SMP, they would have one day’s SMP deducted from them and in its place they would be paid a day’s pay at their normal rate of pay.
* If the KIT day is worked when the teacher is out of salary or maternity allowance, they would earn a day’s normal salary.

It should be noted that for the purposes of calculating the salary owed to the teacher, a day will be considered as their normal working daily hours based on 1/1645 of the annual salary. A teacher who is contracted to work part time will either be paid for the part time hours they normally work on that day or for the actual hours worked if lesser. If a part time member of staff (assuming 0.5 fte) works a full day rather than their normally contracted half day, this would be counted as two days’ work for the purposes of reckoning the maximum 10 days but one full day for the purpose of calculating salary.

Once a KIT day has been worked, in order to initiate a payment, the Head Teacher must complete Appendix B (Request for Payment form) and send to [Payroll@south.ayrshire.gov.uk](mailto:Payroll@south.ayrshire.gov.uk) who will arrange for payment at the next available pay period.

5. General Points

Teachers should not be put under any pressure to utilise the days in covering for absent colleagues nor, in normal circumstances, should they be asked to regularly undertake duties such as preparation and correction for the temporary teacher who is covering for their period of maternity.

Head Teachers must ensure that the teacher is aware that contact can be made during this leave period to discuss such issues as return to work and this would not be counted under the formal Keeping in Touch arrangement.

Acting up arrangements will not be disrupted when promoted teachers utilise KIT days except where these KIT days are taken in a block at the end of the maternity/adoption leave. In these circumstances the temporary replacement would cease and the Promoted Teacher would resume their normal duties.

6. Shared Parental Leave

Under the Children and Families Act 2014, working parents (eligible mothers, fathers, partners and adopters) are able to share time off work after their child is born or placed for adoption with them. The Shared Parental Leave and Pay Regulations came into force on 1 December 2014 and apply to babies born or adopted on or after 5 April 2015.

During Shared Parental Leave, a Teacher and their Head Teacher will be able to agree up to 20 KIT style days known as Shared Parental Leave In Touch (SPLIT) days. There is no obligation on the Head Teacher to offer these days or for an employee to agree to them. SPLIT days can be used in situations where both parties feel it would be beneficial for the employee to attend a work-related activity, for example a training session or a team meeting, or to work part of a week to help the employee return to their role in a gradual way or to trial a possible flexible working pattern.

SPLIT days are also separate and in addition to any KIT days provided to employees who are on maternity/adoption leave and operate on the same basis as KIT days (as detailed above and in accordance with Appendix 2.10). SPLIT days should be recorded on Appendix B.

**For further information please contact:** [**Payroll@south-ayrshire.gov.uk**](mailto:Payroll@south-ayrshire.gov.uk)



**APPENDIX A**

**JOINT NEGOTIATING COMMITTEE FOR TEACHERS – ADMINISTRATION OF KEEPING IN TOUCH (KIT) DAYS FOR TEACHING STAFF (JNCT1.5)**

**Section 1** – Personal Details of Teacher going on Maternity/Adoption Leave:

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Employee Number: |  |
| Employing School: |  | Post Held: |  |
| Date Maternity due to commence: |  | Date of Meeting to discuss Keeping In Touch Days: |  |

**Section 2** – Practical Arrangements:

Please detail in this section the agreement reached on how contact will be maintained.

|  |  |
| --- | --- |
| Does teacher wish to utilise option of Keeping in Touch Days? |  |
| Who will initiate first contact during maternity? |  |
| Preferred method of communication? |  |
| Type of information teacher wishes to receive while on maternity leave? |  |
| How requested information will reach teacher? |  |
| Anticipated Use of Keeping in Touch Days –  What type of work the employee would wish to undertake during the period of maternity (up to 10 days) – enter the number of anticipated days of work and the activities planned. |  |
| Other agreements – please list |  |

**Section 3** – Acceptance of Agreement (to be signed on day of meeting):

I confirm that the information contained in Sections 1 and 2 of this form are an accurate reflection of the agreement reached in relation to KIT Days. If these agreements are required to change, I will ensure sufficient notice is given to the other party to make suitable alternative arrangements.

|  |  |  |
| --- | --- | --- |
| Employee Signature: |  | Date: |
| Head Teacher Signature: |  | Date: |

 **APPENDIX B**

**SOUTH AYRSHIRE COUNCIL JOINT NEGOTIATING COMMITTEE FOR TEACHERS**

**ADMINISTRATION OF KEEPING IN TOUCH DAYS FOR TEACHING STAFF (JNCT1.5)**

**Request for Payment**

Please arrange to pay hours worked by the employee named below at normal salary rate for the duties undertaken during maternity leave under the option of Keeping in Touch days.

|  |  |
| --- | --- |
| Employee Last Name: |  |
| Employee First Name: |  |
| Job Title: |  |
| Location: |  |
| Employee Number: |  |
| Email Address: |  |
| Date of Attendance at work for the purposes of a KIT day: |  |
| Number of hours worked on KIT day: |  |
| Number of KIT days remaining: |  |
| Note: Any hours worked on a particular day for the purpose of keeping in touch will amount to one whole KIT day and should be deducted from the total accordingly. Payment will be at the teacher’s normal salary rate for the number of hours worked. | |

|  |  |
| --- | --- |
| Head Teacher Signature : |  |
| Date: |  |

This form should be sent to Payroll at [Payroll@south-ayrshire.gov.uk](mailto:Payroll@south-ayrshire.gov.uk), for payment to be processed once the KIT day has been worked.



**APPENDIX C**

**JOINT NEGOTIATING COMMITTEE FOR TEACHERS – ADMINISTRATION OF SHARED PARENTAL LEAVE IN TOUCH (SPLIT) DAYS FOR TEACHING STAFF (JNCT1.5)**

**Section 1** –Personal Details of Teacher going on Shared Parental Leave:

|  |  |  |  |
| --- | --- | --- | --- |
| Name : |  | Employee Number: |  |
| Employing School: |  | Post Held: |  |
| Date Shared Parental Leave due to commence: |  | Date of Meeting to discuss Shared Parental Leave In Touch Days : |  |

**Section 2** – Practical Arrangements:

Please detail in this section the agreement reached on how contact will be maintained.

|  |  |
| --- | --- |
| Does teacher wish to utilise option of Shared Parental Leave in Touch Days? |  |
| Who will initiate first contact during shared parental leave? |  |
| Preferred method of communication? |  |
| Type of information teacher wishes to receive while on shared parental leave? |  |
| How requested information will reach teacher? |  |
| Anticipated Use of Shared Parental Leave in Touch Days - What type of work employee would wish to undertake during the period of shared parental leave (up to 20 days)? – enter the number of anticipated days of work and the activities planned. |  |
| Other agreements – please list |  |

**Section 3** – Acceptance of Agreement (to be signed on day of meeting):

I confirm that the information contained in Sections 1 and 2 of this form are an accurate reflection of the agreements reached in relation to SPLIT Days. If these agreements are required to change, I will ensure sufficient notice is given to the other party to make suitable alternative arrangements.

|  |  |  |
| --- | --- | --- |
| Employee Signature: |  | Date: |
| Head Teacher Signature: |  | Date: |



**APPENDIX D**

**JOINT NEGOTIATING COMMITTEE FOR TEACHERS – ADMINISTRATION OF SHARED PARENTAL LEAVE IN TOUCH (SPLIT) DAYS FOR TEACHING STAFF (JNCT1.5)**

**Request for Payment**

Please arrange to pay hours worked by the employee named below at normal salary rate for the duties undertaken during maternity leave under the option of SPLIT days.

|  |  |
| --- | --- |
| Employee Last Name: |  |
| Employee First Name: |  |
| Job Title: |  |
| Location: |  |
| Employee Number: |  |
| Email Address: |  |
| Date of Attendance at work for the purposes of a SPLIT day: |  |
| Number of hours worked on SPLIT day: |  |
| Number of SPLIT days remaining: |  |
| Note: Any hours worked on a particular day for the purpose of keeping in touch will amount to one whole SPLIT day and should be deducted from the total accordingly. Payment will be at the teacher’s normal salary rate for the number of hours worked. | |

|  |  |
| --- | --- |
| Head Teacher Signature : |  |
| Date: |  |

This form should be sent to Payroll at [Payroll@south-ayrshire.gov.uk](mailto:Payroll@south-ayrshire.gov.uk), for payment to be processed once the SPLIT day has been worked.