**Keeping in Touch (KIT) and**

**Shared Parental Leave in Touch (SPLIT)**

**Completion Form**

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| Before completing this form, please read the UECS [Family Leave Policies](https://www.essex.ac.uk/staff/uecs-and-wivenhoe-house-staff/uecs-staff) document. |

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| You should download this form and save it on your computer before completing it. |

**Employee Details**

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| **Name:** | Click to enter text | **Personal Reference Number:** | Click to enter text |
| **Department:** | Click to Select | **Date:** | Select Date … |

**Details of KIT / SPLIT Days**

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| A maximum of 10 KIT days and 20 SPLIT days are available. Following completion of the agreed day(s), the following details should be completed so that payment can be made. |
| **Date worked:** | Select Date … | **Hours per day:** | Click to enter hrs |
| **Date worked:** | Select Date … | **Hours per day:** | Click to enter hrs |
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**Employee and Manager Confirmation**

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| I confirm that the above work was undertaken as detailed. Please arrange for the employee to receive payment accordingly. |
| **Employee Print Name:** | Click to enter text | **Date Signed:** | Select Date … |
| **Employee Signed:** |  |
| **Manager Print Name:** | Click to enter text | **Date Signed:** | Select Date … |
| **Manager Signed:** |  |
| * Sign the form by either typing your name or uploading a JPEG image of your signature.
* Save the completed form and send it by email to the Employee Reward team.

Please note if the Employee Reward team receive this form after the monthly payroll cutoff date (normally 10th of each month), payment to the employee will be made in the following month. |