



# Keeping in Touch (KIT) and Shared Parental Leave in Touch (SPLIT)

## Completion form

Download and save this form before completing.

- Before completing this form, please read the [Family Leave Policy](#).
- Please fill this form electronically and send via email to [reward@essex.ac.uk](mailto:reward@essex.ac.uk).
- Text boxes have a character limit - you can write more but it will not be visible if printed.

This form is to be completed by the line manager and employee.

Employee details	
Name:	Department/ Section/Centre:
Personal reference number:	

### KIT Day(s)

A maximum of 10 KIT days are available. Following completion of a mutually agreed KIT day(s) the following details should be completed so that payment can be made.

KIT day(s) details:			
Date(s) worked:	Hours per day:	Date(s) worked (continued):	Hours per day:

# SPLIT Day(s)

A maximum of 20 SPLIT days are available. Following completion of a mutually agreed SPLIT day(s) the following details should be completed so that payment can be made.

<b>SPLIT day(s) details:</b>			
<b>Date(s) worked:</b>	<b>Hours per day:</b>	<b>Date(s) worked (continued):</b>	<b>Hours per day:</b>

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I confirm that the above work was undertaken as detailed above. Please arrange for the employee to receive payment accordingly.

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Employee Signature:

Date:

Line Manager Signature:

Date:

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Email the completed form to [reward@essex.ac.uk](mailto:reward@essex.ac.uk) to process payment.

**Please Note:** If HR receive this form after the monthly payroll cut off date (normally 10th of each month), payment to the employee will be made in the following month.