# KIT and SPLIT Days Guidance

Please be aware this document is provided as general guidance, please refer to your employer when applying for KIT and SPLIT days.

## What are KIT and SPLIT days?

Keeping in Touch (KIT) days are specifically for those on maternity and adoption leave, whereas Shared Parental Leave in Touch (SPLIT) days are specifically for those on shared parental leave. KIT and SPLIT days aim to facilitate a smooth return to work and can be a positive way for trainees to keep up-to-date with developments in their specialty, department or with their employer whilst they are away. KIT and SPLIT days are an entitlement for all people in employed work, not just NHS workers.

Each trainee can take up to 10 KIT days per period of maternity or adoption leave. Usage of KIT days is not compulsory, and a trainee does not need to use their full KIT day allowance. Working part of one day counts for one whole KIT day and you do not need to use your KIT days consecutively. It is important to note that using KIT days will not affect the duration of the maternity or adoption leave, or your CCT date.

SPLIT days are available to both parents taking shared parental leave and both parents can take up to 20\* SPLIT days each. These SPLIT days can be taken in addition to the 10 KIT days that the mother is entitled to whilst on maternity leave. This also applies to adoption leave for the primary adopter. For example, a mother who chooses to take 6 months’ maternity leave

followed by a period of shared parental leave would be entitled to 10 KIT days during her 6

months of maternity leave and a further 20 SPLIT days during shared parental leave. The

partner of the mother, also taking shared parental leave is entitled to 20 SPLIT days. The

rules surrounding SPLIT days are otherwise the same as for KIT days, it is only the number

of days that differs.

\*Note: In some circumstances only one parent is entitled to shared parental leave, but may be

eligible for shared parental pay. In this case we would advise you to speak to your employer. Please see the [Shared Parental Leave and Pay Employer’s Technical Guide](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/881347/shared-parental-leave-and-pay-employers-technical-guide.pdf) for further information.

## What can KIT and SPLIT days be used for?

KIT and SPLIT days can be used for any work that enables a trainee to keep in touch with the workplace. This may include clinical work, local or regional teaching, speciality-specific training courses, generic life support courses, supported return to training (SuppoRTT) courses, return-to-work courses, conferences, hospital induction or e-learning. It may be possible to use study leave to undertake work deemed appropriate for KIT and SPLIT day usage.

The work must be mutually agreed in advance, ideally at the Pre-Absence or Initial Return meetings as part of the [SuppoRTT process](https://www.yorksandhumberdeanery.nhs.uk/professional-support/supported-return-to-training), between the educational supervisor/training programme director and the trainee. If applicable, the level of clinical responsibility of the trainee must also be mutually agreed in advance of them undertaking any clinical work. A high level of supervision is strongly recommended if the trainee has been away from the workplace for more than three months.

## When can KIT and SPLIT days be used?

KIT and SPLIT days may not be used during the two weeks of compulsory maternity and adoption leave immediately after the birth of the baby. KIT and SPLIT days can be worked any time after this, up to the end of the maternity or adoption leave period.

Whilst KIT days specifically apply only to the statutory maternity and adoption leave period, it is recognised that trainees may wish to undertake similar activities prior to returning to work (such as those relating to the SuppoRTT programme) outside of the statutory leave period, for instance during their accrued annual leave period. In this case, they will in effect be giving up a day (or more) of this annual leave, so will be entitled to the equivalent number of days back later. They will not receive additional pay.

## Pay and time off in lieu for parental leave associated KIT and SPLIT Days

It is strongly advised that the details regarding pay for these days is discussed and agreed by

the trainee and Lead Employer prior to undertaking any KIT and SPLIT days. All return to training activity should be discussed agreed with the trainee’s educational supervisor or training programme in advance of a trainee undertaking them.

The trainee will be paid at their basic daily rate for the hours worked, less the occupational or statutory maternity, adoption, shared parental leave payments. Pay for a KIT or SPLIT day undertaken by an LTFT trainee should be the same as that of an equivalent grade full-time trainee basic daily rate for the hours worked.

Following the most recent junior doctors contract review, trainees can now claim time back in

lieu, to reflect the loss of maternity, adoption, shared parental leave and pay associated with

taking KIT and SPLIT day.

* If he KIT / SPLIT day is taken during the full pay period, the Lead Employer will ensure the trainee receives a day of paid leave in lieu once the employee has returned to work.
* If the KIT / SPLIT day is taken during the half pay period, the trainee is entitled to a half day of paid leave in lieu once the employee has returned to work.

Pay for KIT and SPLIT days is from the Trust or host organisation paying the maternity, shared

parental and adoption leave pay, even if the trainee is due to return to work in a different Trust

and it has been agreed that the trainee will undertake the KIT and SPLIT days in their new Trust

or host organisation. If a trainee is transferring into a new deanery have issues relating to payment for KIT and SPLIT days from their previous trust, we would advise you seek advice from HR at your lead employer.

Course costs incurred can usually be reimbursed by the employing trust through the individual trainee’s study budget, via the usual method for that trust, but this should be discussed prospectively. We would advise trainees to speak to their Trust before applying for study leave to check local arrangements.

## Additional financial considerations

If a trainee takes averaged occupational pay for their parental leave, we advise that they

discuss the financial and lieu day reimbursements for KIT and SPLIT days with the Lead Employer at their earliest opportunity.  Reimbursement should be equitable, but there is no

specific NHS Employers guidance on such cases at present.

Childcare costs can potentially be more than the KIT and SPLIT day financial remuneration,

especially if KIT and SPLIT days are taken early in the parental leave. The [NHS Terms and Conditions of Service](https://www.nhsemployers.org/employershandbook/tchandbook/afc_tc_of_service_handbook_fb.pdf) from the NHS Staff Council states “To enable employees to take up the opportunity to work KIT and SPLIT days, employers should consider the scope for reimbursement of reasonable childcare costs or the provision of childcare facilities”. Trainees can apply to their trust for additional funding to cover this, but its payment lies at the discretion of the employing trust.

## Other Considerations

Any employee who is breast-feeding must be risk-assessed and appropriate facilities

provided. If the trainee or their child were deemed to be at risk from the KIT and SPLIT day work

proposed, alternative work should be considered.

Medical indemnity cover may be required if clinical work is to be undertaken. It is suggested

that the trainee prospectively arranges this with their usual insurer.  The mainstream insurers

all have policies relating to KIT and SPLIT day cover.

The trainee must have valid DBS clearance if undertaking clinical work.

If the trainee has not completed the Trust induction where they are undertaking their KIT and

SPLIT days, they must clear the arrangements with HR and only work in a supernumerary capacity. Alternatively, it may be possible to prospectively arrange an honorary contract. This also applies in the case of other relevant activities undertaken prior to returning to work, such as those as part of the SuppoRTT programme.

Childcare arrangements are the responsibility of the trainee and can take time to organise.

**The full guidance from NHS Employers on KIT and SPLIT days can be found in the [NHS](https://www.nhsemployers.org/tchandbook/part-3-terms-and-conditions-of-service/section-15-leave-and-pay-for-new-parents-england-and-wales)**

**[Terms and Conditions of Service Handbook](https://www.nhsemployers.org/tchandbook/part-3-terms-and-conditions-of-service/section-15-leave-and-pay-for-new-parents-england-and-wales).**