

Wiltshire Council

Schools Forum

23 June 2011

Keeping in Touch Days (KIT days)

Purpose of the paper

1. To decide whether KIT days should continue to be funded out of the Maternity Budget or by individual schools.

Background

2. Under current legislation KIT days enable an employee on maternity leave to do up to a maximum of 10 days work as long as both the member of staff and the manager have agreed for this to happen and agreement has been reached on what work will be undertaken during this time. The type of work may be normal day to day activity to assist the return to work process, enabling attendance at a conference, undertaking a training activity or attending a meeting for example.
3. Payment for KIT days is at normal daily rate and can be taken in either full or half days. If the employee is still receiving SMP it will cease for each KIT day worked and will be replaced with normal pay based on the number of hours worked. Payment for KIT days will not exceed normal full pay. If maternity pay has reduced to half plus SMP, the employees pay will cease and be replaced with normal pay based on the number of hours worked during the KIT day. If she is in the unpaid period of maternity leave payment will be made at the normal hourly rate for all hours worked during the KIT day. This arrangement only applies to KIT days
4. The cost of KIT days in 2010-11 was £24,842. The number of schools claiming was 45 with one school claiming £2,033.

Main Considerations

5. When KIT days were introduced there was no discussion as to whether the costs should be borne centrally or by individual schools.
6. As the arrangements for KIT days rests with schools and each individual, it could be argue that the cost should be met by schools. On the other hand KIT days are beneficial to an organisation and, if schools were to bear the cost, this could lead to KIT days not being agreed, for instance where a school budget is under financial pressure.

Proposal

7. That Schools Forum considers the above and decides how KIT days should be funded.

Recommendation

8. That Schools Forum decides whether to continue to fund KIT days centrally or to charge individuals schools.
9. If Schools Forum decides that schools should bear the cost individually, it is recommended that the effective date of this change is the 1 April 2011.

Carolyn Godfrey
Director, Department for Children & Education

Unpublished documents relied upon in the production of this Report: NONE

Environmental impact of the recommendations contained in this Report: NONE
KNOWN

Report Author:

Phil Cooch, Principal Accountant (Schools), Children & Education, Finance
Team

Tel: 01225 713814

e-mail: phil.cooch@wiltshire.gov.uk