# 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 postgraduate doctors or dentists in training (PGDiTs) or NHS workers.

Each PGDiT can take up to 10 KIT days per period of maternity or adoption leave. Usage of KIT days is not compulsory, and a PGDiT 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 PGDiT 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 funding to undertake work deemed appropriate for KIT and SPLIT day usage. These expenses need to be recouped by the study leave budget through Accent Leave Manager (ALM), **following** [**the study leave process**](https://www.yorksandhumberdeanery.nhs.uk/professional-support/policies/study-leave). The work must be mutually agreed in advance, ideally at the Absence Planning 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 PGDiT. If applicable, the level of clinical responsibility of the PGDiT 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 PGDiTs 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 in lieu. They will not receive additional pay. Some trusts refer to KIT/SPLIT days during accrued annual leave as SRTT days (refer to the SRTT section at the bottom of this document).

## 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 and agreed with the PGDiT’s educational supervisor or training programme in advance of a PGDiT undertaking them.

The PGDiT 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 PGDiT should be the same as that of an equivalent grade full-time PGDiT’s basic daily rate for the hours worked.

Following the most recent junior doctors contract review, PGDiTs 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 the KIT / SPLIT day is taken during the full pay period, the Lead Employer will ensure the PGDiT 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 PGDiT 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 PGDiT is due to return to work in a different trust and it has been agreed that the PGDiT will undertake the KIT and SPLIT days in their new trust or host organisation. If a PGDiT is transferring into a new deanery and has issues relating to payment for KIT and SPLIT days from their previous trust, we would advise them to seek advice from HR at their lead employer.

Course costs and any expenses 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 PGDiT to speak to their trust before applying for study leave to check local arrangements.

## I am returning to a different trust, can I take my KIT/SPLIT days at my returning trust?

If you have taken maternity leave from one trust, normally you would return to that trust following maternity leave. However, in certain circumstances you may be returning to another trust. In this situation your KIT/SPLIT days should be discussed between the senior HR manager of the trust from which you have had maternity leave paid and the senior HR manager of the trust you are returning to. Good practise / communication between the trusts ought to allow for your KIT /SPLIT days to be taken in your returning trust even if the trust you left is paying you. If you encounter difficulties, please escalate this to the SuppoRTT Champion of your returning trust. SuppoRTT Champion details can be found [**here**](https://rb.gy/et4jp2).

## Additional Financial Considerations

If a PGDiT 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”. PGDiTs 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 PGDiT 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 PGDiT prospectively arranges this with their usual insurer.  The mainstream insurers all have policies relating to KIT and SPLIT day cover.

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

If the PGDiT 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 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)

## SRTT Days

SRTT days are available for PGDiTs on parental leave to access during their accrued annual leave period. PGDiTs should receive a day back in lieu if they are taking an SRTT day during their accrued annual leave period. In this circumstance, an SRTT day is used as a KIT/SPLIT day, and counts within the 10/20 days that can be taken for PGDiTs out for parental leave.

SRTT days can also be used by PGDiTs who are out of training for reasons other than parental leave. These PGDiTs can access a maximum of 10 SRTT days during their period of leave. If an SRTT day is taken in the leave period, the PGDiT should be paid their usual salary by their employing trust for that day. If the SRTT day is taken during the accrued annual leave period, the trainee should receive a day back in lieu.