Newcastle University  
Keeping in Touch Days – Frequently Asked Questions

Q. Can these days be used at any time during Maternity, Adoption or Shared Parental Leave?

A. Employees and their manager need to agree if and when the Keeping in Touch Days will be used. They can be used at any time, after the first two weeks after the baby is born or child adopted, during maternity, adoption or shared parental leave (paid or unpaid) but not during any period of annual leave added on to the end of maternity, adoption or shared parental leave.

Q. Do they have to be taken in blocks or can they be taken as individual days?

A. They can be taken as either.

Q. What will be paid?

A. The employee will be paid at their normal rate of pay. Payment for this time will be paid at the end of the leave period.

Q. What is expected of employees during a Keeping in Touch day?

A. An employee and their manager must agree in advance what the employee will do during keeping in touch days. Employees are expected to carry out any activity which would ordinarily be classed as work. Keeping in Touch days can also be used to enable employees to attend a conference, undertake training activities or attend team events.

Q. Can a manager insist an employee come into work to do a Keeping in Touch day?

A. No, employees are not obliged to do any work or attend any work-related events during their leave, however if the employee and their manager both agree, an employee can do:
   - Maternity/Adoption leave - maximum of 10 Keeping in Touch days allowed in total
   - Shared Parental leave - maximum of 20 Keeping in Touch days allowed in total

NB – Keeping in Touch days must be taken as full days, for example for maternity/adoption 20 half days cannot be taken as an alternative.

Q. Do employees have to agree in advance their intention to come into work for a Keeping in Touch day?
A. Yes, employees and their managers must agree in advance when Keeping in Touch days are going to take place. Managers are expected to make appropriate workstation arrangements to enable the employee to carry out what is expected of them.

Q. Do HR have to be informed when an employee comes into work?

A. It is the manager’s responsibility to ensure the completed Keeping in Touch day form is submitted to HR to ensure payment is made.

Please note: this form cannot be processed by HR or Payroll unless it has an authorising signature from the Head of Unit or their nominee.

Q. Will an employee be placed at any disadvantage on their return if they don’t come into work before the end of their leave?

A. No. Work during leave may only take place by agreement between both the employer and the employee. If the employee declines the opportunity to work any keeping in Touch Days they are entitled to do so without suffering any detriment as a result.

Q. If I work any Keeping in Touch Days can I claim these back at the end of my leave like Bank Holidays and Closure Days?

A. No, you will be paid for any Keeping in Touch Days but you will not be able to claim these back.