**KIT Day**

* Up to 10 days may be used but must be agreed between both the employer and the employee. This must be signed off by the Programme Director before the KIT day

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|  | **Date of KIT day** | **Reason for KIT day** | **Approved by PD** | **Date Payroll informed** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |

* These can be used as a block or individual days and if the member of staff does not attend for a full working day, then they should be paid as if it were a normal full working day
* Please complete record and send to Anna Pilgrim prior to KIT day. All days should be recorded on same sheet.