



# Keeping in Touch

## Quick Checklist for SME Employers

Use this one-page checklist to agree expectations about staying in touch during parental leave. Preferences differ, plans may change, and staying in touch is optional.

### Before leave: agree expectations

- Discuss whether the employee wants contact during leave (yes/no/limited).
- Agree what type of contact is welcome (updates, invites to socials, key changes).
- Confirm who will be the main point of contact.
- Note that preferences may change after the birth/adoption.

### KIT / SPLIT days (optional, paid)

- Explain KIT days (up to 10 during maternity/adoption leave).
- Explain SPLIT days (up to 20 during Shared Parental Leave).
- Agree possible uses (training, meetings, social events, phased return).
- Reassure that there is no pressure to use these days.

### During leave: keep it light-touch

- Respect the agreed level of contact.
- Avoid pressure or judgment about availability.
- Share major work updates only if helpful.
- Be open to changing the plan if circumstances change.

### Planning the return to work – see related Quick Checklist

- Offer optional catch-up or refresher before return.
- Use KIT/SPLIT days (if wanted) to ease the transition.
- Confirm first-week priorities and any flexibility needs.

**Tip:** Review this checklist together before leave starts and revisit it if plans change.

This checklist is part of the [Supporting Parents in SMEs Toolkit](#). See section on [Keeping in touch](#) for details on the topic.