

PARENTAL LEAVE – PG STUDENTS

(Parental leave being maternity, paternity and adoption leave)

1. The School of Medicine recognises that maternity, paternity or adoption leave is normally only available to employees of an organisation but that PhD students who wish to take '[Leave of Absence](#)' to have or adopt a child need an arrangement that meets the regulations of their course and the imperatives of the new arrival. The school has two informal practices:
2. **Access to the University Buildings.** The School will arrange access to the Medical School, the gym and the library for students on Parental leave.
3. **Parental Leave Keep in Touch (KIT) Days.**
 - a. During parental leave, the supervisor and the student may make reasonable contact with each other. Reasonable contact will vary according to individual circumstances and should be agreed between both the supervisor and student, but this should typically be no longer than 10 days.
 - b. The idea behind this is to allow the student to keep in touch with colleagues during a long period of leave. Keeping in Touch (KIT) days can simply be used to undertake normal activities or to attend a scheduled conference, training, team meetings or away days. The days do not have to be worked consecutively.
 - c. KIT days do not extend or affect the leave of absence period in any way. KIT days are optional.
 - d. KIT days may be undertaken at any stage during parental leave.
 - e. Your supervisor may also make reasonable contact with you during your parental leave period, regardless or not whether you do any work, for example to discuss your return to work.