**The Whyte Payment
Staff Application Form**

The Whyte payment is a fixed sum, one-off payment of £75 to an individual staff member as a contribution towards the cost of their child care arrangements for one KIT day/maternity or adoption leave. Please note that this is not a payment of expenses, just a contribution, and it will be taxable and subject to National Insurance. Furthermore, it is not a payment for the KIT day – you will still be able to take an extra day as time in lieu as per the maternity policy. This lump sum payment will be paid in the next possible payroll month after your return to work, following receipt of this form by the Payroll and Expenses team. Please note that it cannot be paid while on maternity leave as it will affect your eligibility for SMP.

Please fill out the following form in full and ask your line or departmental manager to sign to confirm that you have used the keep in touch day.

|  |  |
| --- | --- |
| Full Name |  |
| Payroll number |  |
| Dates of Maternity Leave | Start: | End: |
| Date of Keep in Touch day |  |
| Department |  |
| Claimant’s signature |  |
| Name of Line Manager/ Departmental Manager |  |
| Line Manager/Departmental Manager’s signature |  |

Please return this form to Payroll and Expenses **via** your Departmental Manager.