

GLOBAL POLICY STATEMENT – STAFF WORKING FROM OVERSEAS LOCATIONS

General Position Statement

The University does not support staff working from overseas locations to carry out their normal duties. It is expected that staff live and work in the country that their employment contract is based.

It is recognised that international travel forms a necessary part of many roles within the University. However, it is important to seek advice from Finance and HR (via the [Finance Help Desk](#) or the [HR helpdesk](#)) should the total time working out of the UK in any 12-month period be likely to exceed 30 days.¹

Agreement to work overseas based on operational requirements

There will be occasions where university activities, most typically research related, may need to be carried out overseas. This could include collaborations where working overseas forms a natural part of the project or approved sabbaticals. It is essential that any proposal to spend time working overseas is approved well in advance by the Head of School or Director and that a clear justification for this is given. Advice **must** be sought from Finance and HR colleagues prior to agreeing any period of overseas working as there are likely to be both personal and organisational tax implications as well as questions relating to work permits and visas as there is for foreign nationals spending time in the UK. It is important to note that the post-Brexit situation is changed so previous options relating to working in Europe may no longer be available or as straight forward.

If a grant submission includes the potential for roles to be based overseas, advice **must** also be sought from HR and Finance as early as possible in the process to ensure that this can be facilitated by the University and that all potential costs and risks are identified and built into the funding plans. The decision as to whether an option is financially viable rests with the Head of School working closely with the PI, once advice has been obtained from Finance and HR. In many cases, the cost implications will depend on the nationality of the successful candidate, the country, or countries they will be working in and the nature of the work. Advice must therefore be sought both at the start of the recruitment process and HR colleagues will advise further prior to any appointment being finalised.

Any additional costs associated with approved working overseas will be borne by the School/Professional Service if not covered by a research grant. However, it is important to note that affordability is not the only factor when considering such an arrangement. HR and Finance colleagues must be included in the decision-making process and were such an arrangement, for

¹ There are existing arrangements in place for approving, booking, and recording business travel and ensuring the necessary travel insurance cover applies.

example, to introduce organisational change to our tax or corporate reporting regime then it is likely that approval will not be granted.

Initial proposals should be raised with HR via the [HR helpdesk](#) and HR will liaise with Finance and Payroll colleagues accordingly. Where concerns are identified from initial discussions with HR and Finance, proposals must be escalated to the Global Director of HR (GDHR) and the Global Chief Financial Officer (GCFO) for consideration with the Executive Dean/Director, prior to any final decision to proceed being taken.

Consideration of exceptional working from overseas for personal reason

It is recognised that, from time to time, a request may be made to work from an overseas location for a brief period, for personal reasons. Whilst sympathetic to supporting colleagues in cases of personal need, it may not be legally possible for someone to work in an overseas country without a visa and there are potentially significant financial risks and liabilities associated with working outside the UK for any extended period even if this is in an individual's "home" country.

In the UK in particular, it may also not be possible to remain in the pension scheme whilst working overseas. Likewise, non-UK Nationals who require a visa to work in the UK may find their visa conditions or right to extension or Settlement are affected by long periods outside the UK. This includes all European Nationals who have Pre-Settled Status and all staff sponsored under Skilled Worker visas.

Staff must therefore not work from an overseas location or make plans to do so without first seeking express approval from their Head of School or Director who must seek advice and support from Finance and HR. Such requests will not be supported unless

- there are clear grounds for doing so.
- it is genuinely possible to carry out their normal duties from overseas.
- it is legal and practicable to do so from a tax and right to work perspective.

Where working overseas is not supported alternative options, including unpaid leave may be considered for a defined period. Note that for non-UK Nationals sponsored on a Skilled Worker Visa, unpaid leave (regardless of location) is restricted to a maximum of 4 weeks in any calendar year otherwise the visa becomes invalid.