

As a Sponsor with the Home Office, the University must comply with extremely strict Home Office requirements in order to retain our licence to sponsor international talent. Failure to comply with these requirements could result in our licence being revoked, suspended or downgraded.

If we lose our licence, we will no longer be able to employ individuals sponsored under the Points based Immigration System and all existing sponsored employees would have their leave curtailed.

The University needs your help to ensure that we fulfil our sponsorship duties and is grateful for your co-operation and understanding of the need to comply and of the consequences which may be imposed upon the University if there is any failure to comply.

Reporting Duties

The University must report certain information or events to the Home Office **within strict timescales** (normally within 10 working days). It is therefore very important that Human Resources at the University are informed **immediately** if any of the following occur so that we can report this information within the required period. *You can contact HR directly or contact the individual at the University who is responsible for the Knowledge Transfer Partnership who can in turn inform Human Resources.*

- Failure to attend when attendance is expected, including first day of employment.
- Unauthorised absences of 10 or more consecutive days.
- Business trips overseas – *this must be reported using the [Sponsored Worker – Business Trips/Remote Working Overseas form](#).*
- Working fully remotely overseas – *this must be reported using the [Sponsored Worker – Business Trips/Remote Working Overseas form](#).*
- Unpaid leave of more than 4 weeks in any calendar year (1 January to 31 December).
- Sabbatical Leave.
- Significant changes to their employment are being planned or considered.
- Changing to a different visa category.
- Supplementary employment.
- The University stops sponsoring the visa holder for any other reason.

We would also appreciate your assistance by informing us if you become aware of the following:

- *Suspensions that the employee is breaching the conditions of their leave to remain in the UK.*
- *Any information which suggests that they may be engaging in criminal activity.*

Record Keeping

The University must also keep up-to-date records of sponsored individuals contact details and when they are absent from work. Sponsored individuals are not permitted to take unpaid leave in excess of four weeks (either in one block or separate occasions) in any twelve month period from January to December (except in the case of maternity, paternity, shared parental, adoption or sick leave). The University would need to report any cases of unpaid leave which meet the above criteria and this is likely to result in the Home Office cancelling the visa of the individual.

This means we need you to:

- Remind the individual to inform HR if you are aware that their contact details are changing.
- Ensure that the individual follows the Company's procedure for booking annual leave and their leave is always recorded using a manual or electronic system. **Should the University be audited by the UKVI, we may need access to leave records for up to one year after the sponsorship ends, it is therefore vital that the company keeps these records for sponsored migrants.**
- Ensure that the individual contacts you (or the appropriate person in your department) if they need to be absent from work for any other reason (e.g. sickness, bereavement etc.) and that their absence is always recorded. Sickness absence should be reported using the Company's reporting process.
- Ensure that a record of any absences outside of the UK (both private and work related) is kept. This does not need to be reported to the Home Office but would be required if the individual wishes to apply for indefinite leave to remain (settlement) in the UK in the future. For an application to settle in the UK you will be required to provide a letter confirming any absences they have taken as you will have authorised those absences.

Next Steps:

- Download and save a copy of this document for your own records.
- Sign the KTP Company Line Manager's Responsibility Declaration box on the 'Skilled Worker Certificate of Sponsorship – Supporting Information Form'.

By signing the form you confirm that you have read and understand the responsibilities you have as the KTP company line manager of a sponsored employee.

Please note that we require the signed declaration before a Certificate of Sponsorship can be produced.

- Once you've have signed that section, please return the form to the School Contact at the University.