

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.

As a line manager, 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 HR are informed **immediately** if any of the following occur so that we can report this information within the required period:

- 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.

Record Keeping

The University must also keep up-to-date records of sponsored individuals contact details and when they are absent from work, this means we need you to:

- Remind the individual to inform HR if you are aware that their contact details are changing.
- Ensure that all annual leave is booked and authorised/rejected via the online holiday booking system (MyHR). ***Annual leave must be booked in this way so that we can present this to a Home Office compliance officer on request.***
- 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 your School/Department reporting process.

- Ensure that a record of any absences outside of the UK (both private and work related) is kept. Whilst this does not need to be reported to the Home Office it 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 the individual has taken as you will have authorised those absences.

Our [Recruiting & Employing Visa Holders – Guidance for Managers](#) document explains the above points in more detail.

You must also let HR know as soon as possible if:

- You suspect they are breaching the conditions of their leave to remain in the UK
- You have any information which suggests that they may be engaging in criminal activity

Next Steps:

If you have been asked to complete the ‘Skilled Worker Certificate of Sponsorship – Supporting Information Form’:	If you have received a manager’s responsibility reminder email:
<ul style="list-style-type: none"> • Sign the Line Manager’s Responsibility Declaration box on the supporting information form and return it to your HR contact. The signed form is required before a Certificate of Sponsorship can be issued. <p><i>By signing the form you confirm that you have read and understand the responsibilities you have as the line manager of a sponsored employee</i></p> <ul style="list-style-type: none"> • Download and save a copy of this document for your own records. • You will receive regular emails from HR as a reminder of your responsibilities. 	<ul style="list-style-type: none"> • Ensure that you have read through the document and understand your responsibilities. • Download and save a copy of this document for your own records. • You will receive regular emails from HR as a reminder of your responsibilities.