



University
of Exeter

Working+Holiday Policy

Short term overseas working for non-UK nationals and bi-nationals (30 days max in any rolling 12-month period)

The University recognises that staying connected to loved ones plays a crucial part in one's wellbeing. While for many of us with family and friends in the UK this can be achieved relatively easily, it can be a challenge for our international colleagues. For some, home can be particularly far away, making it difficult or costly to go back.

In line with its global strategy, the University is committed to offering a conducive environment to our international colleagues. As part of this objective, our Working+Holiday policy allows non-UK-national and bi-national colleagues who are normally based in the UK to spend more time with their loved ones overseas whilst working for a limited period of 30 calendar days in any 12-month period.

It is important to note that working overseas has implications on one's employment contract, payroll, taxes and immigration amongst other things. Allowing people to work overseas for short or long periods represents a significant investment for the University. As a general principle, all overseas working requests must follow our Global Employment policy which notably states that each overseas working project must be justified by a business case evidencing its value under the University's Global Strategy. The Working+Holiday policy does not change this key principle.

We are launching this policy initially as a pilot and it will be reviewed 12 months after its launch date i.e. no later than Summer 2024. It is important that you refer back to these webpages if you are planning to make another visit abroad to ensure that you are referring to the latest version.

What does the University mean by 'Working+Holiday'?

Working+Holiday is defined as a period of time - (maximum 30 calendar days in any 12-month period (on a rolling basis) - when a person is permitted to work in their country of nationality before or after a period of annual leave in the same location. It is not an additional entitlement or allowance and it is subject to approval based upon business or eligibility requirements.

Who does this apply to?

The Working+Holiday policy covers employees on a substantial contract (fixed term or permanent). Individuals engaged through e-claims and PTAs are not eligible to apply. Employees are entitled to apply from their first working day.

This policy covers those employees of the University who are a national of a country outside of the UK. They therefore have the right to work in their home country and are able to produce a valid passport for that country.

An individual will not be authorised to apply for the Working+Holiday scheme on any other type of right to work documentation other than a passport of the country in question. Work permits, visas or any other type of immigration document will not be considered.

Colleagues who wish to apply who will be working/holidaying in the country of origin of their partner, rather than their own home country are only eligible if they hold a valid passport for that country.

Dual nationality passport holders will be eligible where they have the right to work in the non-UK country.

Principles

1. Any employee on a substantial contract who is a non-UK national or bi-national (ie dual national of both UK and other country) will be eligible for to up to 30 calendar days of overseas working in any 12-month period (on a rolling basis). Note: a 30-day period guarantees minimum disruption in the University's operations (research and teaching continuity, campus experience, PS operations etc.) and corresponds to the maximum level of risk accepted by the University. This period is therefore non-negotiable.
2. The 30 days is calculated in calendar days (including weekend, holidays, arrival and departure days as it related to physical presence in the overseas country) and not working days (Monday – Friday) and corresponds to an acceptable level of risk from a contractual, immigration, tax and social security perspective. It is 30 days irrespective of FTE (Full Time or Part Time) and no pro-rata will be applied.
3. The 30 days must be taken in blocks of time of 5 days or more. 30 days is the maximum that can be taken in one trip in any 12-month period but this must be in agreement with your manager.
4. As you will be working for the 30 days this will not impact on your annual leave entitlement. It is therefore very important you clearly define your working time and annual leave time whilst overseas and log annual leave on iTrent.
5. Any working time overseas will need to be approved by your manager and your Head of Department. If you wish to complete your time overseas with annual leave, this should be approved in the normal way. Due to operational demands, you may be asked to take the annual leave/working time overseas in a block or outside of term time. Normal approval processes should be worked through.
6. The Short term overseas working can commence before or after annual leave but must not exceed 30 calendar days in any 12-month period.
7. It is important that approving managers ensure that they are treating all staff equitably and that they consider equality, diversity and inclusion when approving applications.
8. Your current role must allow for your duties to be carried out remotely and your temporary location must be compatible with your activity. Special attention should be given to time difference with the UK, the international political context as well as other planned international projects within your department (as the time spent overseas under a Working+Holiday scheme may impact on future work projects in the same country).

9. You must have access to a work-conducive environment. This includes but is not limited to access to secure internet broadband, a quiet space with a desk and you must be free of childcare or carer duties. If those conditions are not or partially fulfilled, the request may be rejected, or you may be asked to stop working from overseas.

Responsibilities

Line managers are responsible for considering any request made under the Working+Holiday Policy fairly and in line with the accompanying guidance.

Colleagues who wish to make an application for a Working+Holiday should give their manager as much notice as possible with a minimum of 4 weeks and 6 weeks for colleagues with management responsibilities and work with their manager to discuss the implications of their request so that the individual's and the University's interests are properly considered and appropriately balanced.

Each period of overseas working under the Working+Holiday scheme must be individually applied for and assessed i.e. an approval received for one request is not valid for future requests.

Colleagues will be responsible for informing HR Global Mobility (Globlemployment@exeter.ac.uk) of their approved Working+Holiday scheme including outbound/inbound travel dates and country to allow for the central recording of the University's overseas activity for compliance purposes. They will also confirm any changes to outbound/inbound travel dates to the HR Global Mobility team if required.

Colleagues are aware that the time they spend overseas may affect their personal international tax position and it is their personal responsibility to make the required arrangements in order to fulfil any personal tax obligation arising outside the UK.

HR is responsible for the supporting line managers and staff by providing guidance and ensuring the policy and guidance is applied fairly and consistently across the University.

The Global Mobility team will be responsible for monitoring usage of the scheme and also the risk exposure at University level and inform key stakeholders accordingly. Global Mobility reserves the right to exclude countries from the Working+Holiday scheme according to political, regulatory, compliance, health and safety risks that may arise in order to protect the University and our colleagues.

Further guidance and advice

Further guidance for managers and staff can be found on the HR Global Mobility web pages.

Please contact the Global Mobility team for specific advice and guidance at globlemployment@exeter.ac.uk

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