

REMOTE WORKING OUTSIDE THE UK REQUEST FORM

Personal details			
Name			
Address			
Job details			
Job title		Employee Number	
Service area		Section	
Remote working details			
Proposed work location (country) outside of the UK			
Proposed overseas work start date			
Proposed overseas work end date			
Length of period working overseas (this <u>cannot</u> be for a period exceeding 3 months)			
Rationale			
Please explain the exceptional circumstances for requesting to work remotely outside of the UK (refer to paragraph 1.6 of the remote working outside of the UK guidance)			
Please detail any research / advice sought in relation to the particular overseas country (e.g. tax / social security, immigration / work visa, GDPR implications etc.)			
Declaration			
I have read the remote working outside of the UK guidance and understand that: I will be responsible for ensuring that I meet and comply with any working or reporting requirements associated with the country where I intend to work.			
Signed		Date	

To be completed by line manager

Do you support the request to temporarily work remotely outside the UK?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
Rationale Please explain why you support / do not support the request Include any research / advice sought in relation to the particular overseas country, plus any potential risks identified, e.g. concerning tax / social security, immigration / work visa, GDPR implications etc) Should any risk be identified managers must ensure they have taken appropriate advice before any approvals are given (refer to section 4.4 of the remote working outside of the UK guidance)			
Name (print in full)		Job Title	
Signed		Date	

Where line manager supports the request, Head of Services (or above) must consider whether to approve the request			
Approved <input type="checkbox"/> Yes <input type="checkbox"/> No			
Name (print in full)		Job Title	
Signed		Date	

Where the request is approved
<ul style="list-style-type: none"> Line manager to complete a Temporary Working Outside of the UK Agreement with the employee, countersigned by both parties – only once this agreement has been signed can remote working outside of the UK commence.

Manager and employee to retain a signed copy of the request form. Managers should also send a signed copy to Employment Services to be placed on the employee's personal file.
