

IMPERIAL

International Mobility

Line Manager information pack for overseas working requests

International Mobility Project Team – international-mobility-team@imperial.ac.uk

June 2025

Welcome

Following a successful pilot, an enhanced International Mobility service is being extended to all staff.

From late-July 2025, overseas working should be logged through Imperial's new online MyRemoteWork system. It's quicker, simpler and connects staff directly with the right support.

This pack is designed to provide the information you need about overseas working as a Line Manager to effectively support your direct reports ahead of the launch.

Imperial Strategy Enabling Roadmap: People are the key to our future success

Imperial is a UK-based university with a global outlook. We are committed to supporting our community by ensuring the International Mobility service aligns with the global reach of our initiatives and activities.

Overseas working is...

Overseas working

Spending any period of time doing your day-to-day work duties in an overseas country that is not your primary work location

e.g. extending a conference trip to work remotely, collaborating on shared research, or working remotely overseas for personal reasons.

Why does it matter?

The increased opportunities and interest to work overseas can bring legal, financial, safety and reputational risks.

The faster-paced, evolving and complex regulatory landscape means staff are now more likely to face financial or other repercussions.

Imperial has a duty of care to its internationally mobile staff. Our service improvements are designed to make it quicker and simpler to connect with the right support.

Overseas working is not...

Business travel

Overseas for a specific purpose related to, but not, your day-to-day duties

e.g. attending meetings, conferences, promotional fairs, conducting an interview, delivering one-off talks (unpaid)

Introducing the International Mobility service

Supporting our community through providing guidance and facilitating safe and compliant overseas working.

Assist and advise on all aspects of overseas working and strategic initiatives.

Assess requirements to facilitate legally compliant overseas working, upholding our duty of care.

Liaise with all parties throughout the overseas working process.

Discuss associated costs for sign-off *before* proceeding with any cost-bearing activities.



Hear [Kathryn Al-Shemmeri, Imperial's Chief People Officer](#), talk about the role of the International Mobility Team

Hear directly from [Imperial colleagues](#) about the International Mobility service supporting our community's global reach initiatives and activities.

An enhanced International Mobility service

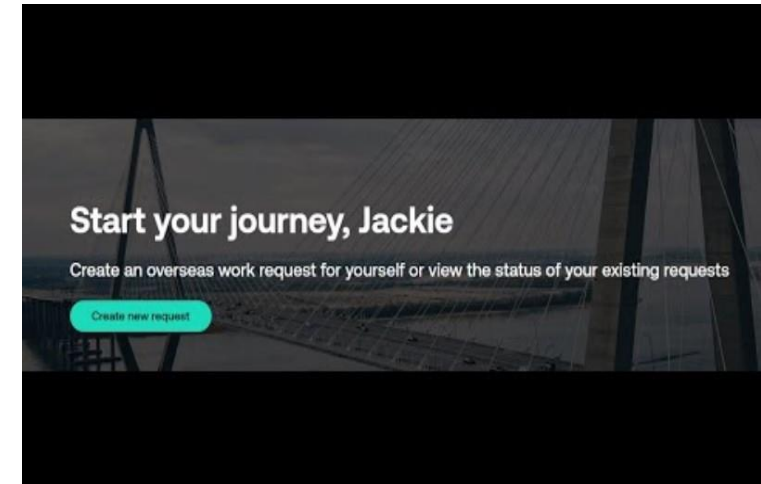
From late-July 2025, any overseas working should be requested through Imperial's new online system (and approved prior to travel). It's quicker, simpler and connects staff directly with the right support.

Just like logging annual leave and sick leave, all staff should record their overseas working

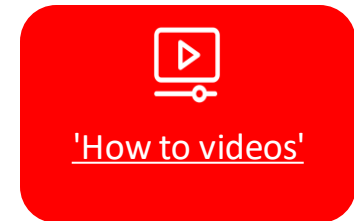
- if a UK based employee planning to carry out '**day-to-day**' **work duties** overseas
- if a UK based employee being **seconded** to an overseas partner or institution
- if a non-UK based employee **requesting** to work in different overseas location
- when planning a **sabbatical** overseas (either paid or unpaid)
- if a Line Manager **recruiting an employee** to work overseas

What's changing?

- **Line Managers** no longer complete the request form on employee's behalf.
- Staff utilise the faster and easier **self-service request** process – this generates an automated risk assessment highlighting any actions required.
- Immediate automated approval for **low-risk (green pathway) requests**.
- Upholds 'duty of care' for staff planning to work, working, or have previously worked overseas.
- Empowered departmental decision-making in response to Imperial business interest or staff member personal opportunity.
- Insight of our international footprint, enabling better costs planning for macro regions.



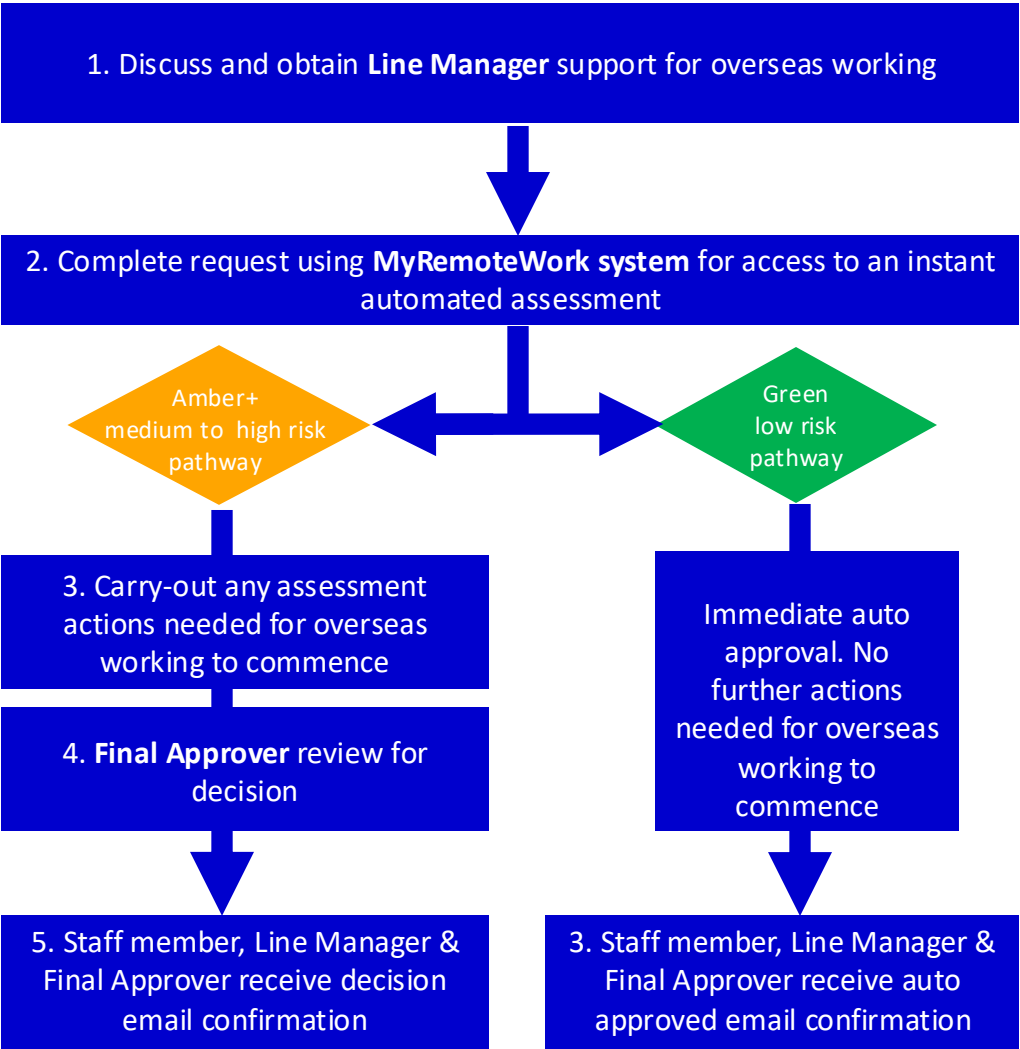
[Watch the 2-minute staff request process](#)



[More video walkthroughs to watch here](#)

Overseas working process routes

Staff planning to work overseas



Staff currently working overseas without having submitted request

Staff who have worked overseas in previous 12 months without having submitted request



Roles and responsibilities for staff overseas working

Staff Requester	Line Managers	Area Final Approver	International Mobility Team
<ul style="list-style-type: none"> ➤ Discuss plans with Line Manager and obtain support before submitting request. ➤ Request overseas working via MyRemoteWork system. ➤ Carry out any assessment actions. ➤ Await Final Approval decision before starting overseas work. ➤ Update MyRemoteWork system with any changes to plans / confirm overseas working has taken place. ➤ If already working overseas, or have worked overseas in previous 12 months without submitting a request, complete the International Mobility Footprint questionnaire for an up-to-date assessment. 	<ul style="list-style-type: none"> ➤ Review guidance here to support staff member questions about overseas working. ➤ Discuss with requestor whether overseas working plan is supported by the department. ➤ If yes, ensure staff member submits overseas working request in MyRemoteWork system. ➤ Receive email notification of request submission and decision outcome. ➤ Confirm staff emergency contacts are up-to-date. ➤ If staff member already working overseas, or has worked overseas in previous 12 months, without submitting a request, ensure staff member completes the International Mobility Footprint questionnaire for an up-to-date assessment. 	<ul style="list-style-type: none"> ➤ Review guidance here to inform decision-making. ➤ When prompted by email notification, login to MyRemoteWork system to review overseas working request. ➤ Approve or decline requests based on assessment, the International Mobility Team's notes and advice, and departmental considerations. 	<ul style="list-style-type: none"> ➤ Assist and advise on all aspects of overseas working and answer queries. ➤ Assess requirements to facilitate compliant overseas working. ➤ Discuss associated costs with department for sign-off before proceeding with any cost-bearing activities.

Your role as Line Manager

1. Consideration of potential impact to the operations of your department / team:

- Is the staff member able to perform their role working remotely overseas?
- Is it feasible for the staff member to be working remotely for the timeframe?
- Have other options been explored (i.e., special leave, sick leave etc)?
- Will operations be impacted by different time zones?



Overseas working
guidance

Read overseas working
considerations and eligibility

2. Knowledge of overseas working considerations and eligibility:

- Difference between Overseas Working vs. Business Travel
- Legal Right to Work status in the overseas location
- Is the request for an Imperial business interest or personal opportunity
- Is the staff member eligible (i.e. not currently self-employed contractors, agency or casual workers)
- Cumulative time spent outside the UK / overseas in a 12-month period
- Role duties being performed, i.e., teaching is not permitted overseas
- Safety overseas (i.e., FCDO guidance)



International Mobility
Framework

Understand how
overseas working is
assessed

3. Recruiting an employee to start / to work overseas:

- For prospective employees located overseas, Line Managers may need to submit a request on the new recruit's behalf (as they would not yet be an employee)



"How-to" video

Watch how to submit a request on
behalf of a new recruit

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Thank you!

Contact us –

International Mobility Project Team – international-mobility-team@imperial.ac.uk



[International Mobility Pilot
webpages](#)