



**IMPORTANT INFORMATION  
FOR EMPLOYEES  
WHO HOLD  
A CERTIFICATE OF SPONSORSHIP**

**Information for appointees, who hold Certificate of Sponsorship, on the procedures for requesting leave, notification of sickness absence and change of contact details.**

**Summary**

**If you hold a certificate of sponsorship there are strict regulations related to that certificate. In particular the University must notify the UK Borders Agency if you are absent without approved leave or if your contact details change. The attached document includes details on how you should request leave, report sick leave and notify the University of changes to your personal circumstances. Failure to comply may jeopardise your entitlement to hold a certificate of sponsorship.**

**Contents**

**Section**

**Requesting Leave**

**1**

**Reporting Sickness Absences**

**2**

**Notification of Change of Contact Details**

**3**

## 1. Requesting Leave

Prior to taking any annual leave this **must be formally requested and agreed** by your line manager.

The request must be in writing (or your leave card must be signed in advance).

## 2. Reporting Sickness Absences

The University operates a Sickness Absence Policy and you will be required to comply with this policy. For further information on the University's Sickness Absence Policy is available on the Human Resources web site.

**On your first day of absence, typically no later than the first hour of your usual start-time you will be required to report your sickness absence to your line manager. Failure to make contact will be regarded as unauthorised absence (and not sick leave) and you will not be paid. This may result in the University advising the UK Borders Agency that you are absent without permission.**

## 3. Notification of Change of Contact Details

The University is required to maintain up to date contact details for all migrant workers to include address, telephone number and mobile number, therefore if any of these change during the course of your employment you must advise Human Resources by completing an Employee Contact Details Update form – available on the Human Resources web site at <http://www.ulster.ac.uk/hr/Forms/ContactDetailChange.doc> or by requesting a hard copy of this form from Human Resources. You should also formally notify your manager.