

GUIDANCE FOR LEAVE OF ABSENCE FOR SPONSORED WORKERS

Absence from work on reduced or no pay

In most circumstances, where a sponsored worker is absent from work on reduced or no pay for a period of more than 4 weeks (either continuous or in total), sponsorship must be ended and reported to United Kingdom Visas and Immigration (UKVI). There are some valid exceptions where employment can be continued, outlined below.

The 4 week period is calculated according to the sponsored worker's normal working pattern. Where a worker normally works 5 days per week, this would be 20 working days (5 (days) x 4 (weeks)), if they normally work 3 days per week, this would be 12 working days (3 (days) x 4 (weeks)).

The UKVI must also be informed if a sponsored worker is absent from work for more than 10 days without permission, whether or not there is any reduction to the salary, for the period of unauthorised absence. In these circumstances please ensure that both righttowork@pkc.gov.uk and HR@pkc.gov.uk are informed, specifying that the unauthorised absence relates to a sponsored worker.

When can valid exception reasons (permissible absences) be applied?

A sponsored worker can continue to be sponsored whilst taking a leave of absence, where a valid exception reason applies, however, the absence must still be reported to UKVI within 10 days of the leave beginning. Please email righttowork@pkc.gov.uk as soon as you are aware of an absence that has begun or that is due to begin to ensure UKVI are informed within the required time.

The following are valid exception reasons:

- [Statutory maternity leave](#)
- [Statutory neonatal care leave](#)
- [Statutory paternity leave](#)
- [Statutory shared parental leave](#)
- [Statutory adoption leave](#)
- [Sick leave](#)
- [Assisting with a national or an international humanitarian or environmental crisis, provided you agreed to the absence for that purpose](#)
- [Taking part in legally organised industrial action](#)
- [Jury service](#)
- [Attending court as a witness](#)

However, the period of absence must still be reported to UKVI.