

D. The following situations typically do not require an approval request:

1. Academic faculty who are on sabbatical and are traveling outside of the United States as part of their sabbatical.
2. Employees who are on a nine (9)-month appointment and travel outside of the United States during the summer.
3. Academic faculty, staff and student employees who are traveling internationally on short-term field research or on business trips to collaborate or consult with international partners outside the United States.

III. PROCESS OVERVIEW

A. Approval Process for an International Worker

A department or unit that wishes to either: (1) permit a current employee to continue to provide services to the University from a location outside of the United States, or (2) obtain the services of an academic or research professional located outside of the United States, must complete the following steps:

1. Request:
to complete an [International Worker Request](#) form and submits the form to the [International Worker Coordinator](#).
2. Internal Review: The International Worker Coordinator will review the application with Information Technology (to address network access and cybersecurity risks), Enterprise Risk Management, Office of Research and Sponsored Programs (if applicable), and the Provost O

not less than three (3) consecutive calendar months in a calendar year and provides services to the University of Record.

B. “Employer of Record” means a third-party vendor that the University has contracted with to provide Employer of Record services. An Employer of Record employs workers on behalf of an entity in countries where such entity does not have a registered legal presence.

V. RESOURCES

A. University Policy HRIC 3.10.033 *Flexible Work for Staff*

B. University Policy HRIC 3.30.010 *Leave of Absence*

C. University Policy HRIC 3.30.030 *Rehire*

D. University Policy IT 13.10.010 *Use of Computer and Network Systems*

E. University Policy IT _____ - *Special Community Member*

Revision Effective Date	Purpose