

June 17, 2021

To: Academic Department Chairs and Deans, Academic Unit Directors and AP  
Department Business Officers and Staff

From: Cindy Doherty, Director Academic Personnel

Re: International Remote Work by Academic Employees

Consistent with the direction provided by President Drake and the Council of Chancellors, the University of California is returning to in-person operations, as of Fall quarter 2021. As such, all employees who have legal authorization to work in the United States must be physically located in the United States (U.S.) as of the start of Fall quarter 2021 unless they are on an approved leave.

However, the University understands the variety of challenges many international employees are experiencing due to delays in securing a visa or international travel restrictions. The following guidance applies to academic appointees who will need to work internationally remotely due to COVID-19 (applicable through summer 2021) and for appointments that start or occur during fall quarter 2021 which permit a telework arrangement (applicable through December 31, 2021).

### **Working Remotely from Abroad Through Summer 2021**

For those who are currently abroad and unable to arrive or return to the U.S. due to visa processing barriers or international travel restrictions, the University has extended permission to work remotely from abroad through the end of summer 2021.

Academic appointees currently telecommuting from abroad, with appointments that extend beyond summer 2021 are required to obtain work authorization and work within the U.S. by fall 2021. Academic appointees who have an appointment that is scheduled to commence after summer 2021 are expected to meet work authorization requirements for University employment.

### **Working Remotely from Abroad: Fall 2021**

The temporary exception permitting UC employees to live and work remotely from an international location ends after summer 2021. However, the University understands that there will be proposed or continuing academic appointees who are not able to arrive in the US by the start of fall quarter, due to continued visa processing barriers or

international travel restrictions. In such cases, the individual may seek an exception that would permit them to temporarily work remotely from abroad, up until the end of December 2021.

Exceptions will only be granted to requests that clearly document visa processing barriers or international travel restrictions, and require approval from the Academic Personnel Office. Those who wish to request an exception must complete and submit the [UCSB Overseas Telework Exception Request Form for Academic Appointees](#). The form is available on the Academic Personnel web site under the *Forms* heading.

### **General Provisions for Academic Appointees Working Remotely from Abroad**

- The permission to temporarily telework from abroad applies only to those who are currently abroad and unable to arrive or return to the U.S. due to visa processing barriers or international travel restrictions. Employees who can work from the U.S. must do so.
- University permission for academic appointees to temporarily work abroad does not imply authority under federal law to do so; academic appointees may be precluded from doing so due to federal and international regulations.
- Academic appointees who are currently abroad should make every effort to secure the proper entry permit/work authorization and arrive or return to the United States as soon as possible.
- The permission to temporarily telework from abroad, even for those with a visa processing barrier or international travel restriction, will end effective December 31, 2021, unless this provision is further extended by the Office of the President.

It is each employee's responsibility to comply with all applicable laws, including tax filing and payment mandates, of the U.S., California, and any state where they reside and work. Employees are advised to consult with their tax or legal advisors if they have questions.

The University of California has developed the following FAQs regarding academic employees working from abroad which may be found at: [Frequently Asked Questions \(FAQs\) Regarding Academic Appointees Temporarily Teleworking from Overseas](#).

### **Traveling and Living Abroad**

If an academic appointee needs to travel outside of the country for personal reasons (e.g., to care for an ill family member) or professional reasons (e.g., to attend a conference), they should apply for a leave of absence in accordance with the applicable leave policy or collective bargaining agreement.

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