

Self-Relocation FAQs

Understanding Self-Relocation

Q: Who is eligible to apply for relocation under this policy?

A: Only confirmed, full-term employees who have been with Greycap for at least 6 months and have no performance or disciplinary issues are eligible to apply.

Q: What types of relocation are covered under this policy?

A: This applies to personal relocations such as for study (e.g. student visa), nomad visa, family reunion (e.g. spouse visa), or for foreign citizenship. Work visa relocations sponsored by another employer are not allowed.

Q: Is relocation under this policy guaranteed once I apply?

A: No. Approval is subject to team needs and is entirely at the discretion of Management. The CEO gives the final approval in all cases.

Self-Relocation Steps

Q: What's the first step if I plan to relocate?

A: You should speak to your Manager at least **3 months** before your intended travel date. Share your reason for relocation and proposed timelines so the team can plan.

Q: What documents do I need to submit with my request?

A: Once you've discussed with your Manager, you should send an email to them (copying adeteju@Greycap.com), including proof of relocation, like an admission letter, visa copy, etc.

Q: Who makes the final decision on my relocation request?

A: Your request will be reviewed by the People & Culture Manager in consultation with your Manager, but final approval is at the discretion of the CEO.

Q: How long does the decision process take?

A: It takes about **2–3 weeks** from the time you submit your documents. The People & Culture team will keep you updated throughout the process.

Q: What happens if my request is not approved?

A: If relocation is not approved, you'll be advised to resign, and the standard offboarding process will begin.

After Relocation

Q: Do I get time to settle in after relocating?

A: Yes. You can take up to **10 days** from your annual leave days to settle into your new location.

Q: Can I continue working for Greycop after I relocate?

A: If approved, yes, you'll be allowed to work remotely, in line with our [Remote Work Policy](#).

Q: Do I need to update my contact information?

A: Yes. Once you've settled in, make sure to update your new address and contact details with the People & Culture team and on Bob.

Important Considerations

Q: Will Greycop cover any relocation expenses?

A: No. All relocation costs (flights, visa fees, housing, etc.) are your responsibility.

Q: Will my health insurance still apply after I relocate?

A: No. Our health insurance only covers employees living in Nigeria. You will be removed from our plan after relocating.

Q: Can I get supporting documents to help with my application (e.g., visa or school)?

A: Yes. You can request documents like a Letter of Introduction, Recommendation Letter, or Payslips from your People Partner to support your personal visa application.

Q: Can I apply to relocate if I've been offered a job abroad?

A: No. Relocation under this policy is not approved for work visas sponsored by another employer. You would need to resign and go through the standard offboarding process.

