

## BALANCING WORK AND CARING



### Who is this for?

Unpaid carers who are job-searching, starting a new job, or already in employment.

### Work and caring

Balancing a job with your caring role can be difficult and you may need time to adjust.

You might need to ask for help to manage your working life, especially if there is a change in your caring role:

- Find out about support for carers in your workplace.
- Talk to your manager about any adjustments to your working arrangements that you may need in the short or long-term
- Talk to the person you are caring for about support you may need.
- Make sure you and the person you are for have a carer's assessment.

### Talking to your employer

- Find a time convenient for both of you, and a private and quiet place.
- Make sure you both have plenty of time, so the conversation is not rushed.
- Think about what you are willing to share regarding your caring role.
- Think about how your caring role may affect your work.
- Think about solutions before the meeting.
- Write down what you both agreed.

### Remember, employers value communication and honesty.

Some employers have carers support groups or champions. Some offer an Employee Assistance Programme which supports employees to deal with personal problems that might impact their work. You could also talk to a trade union representative.

You can also contact your local carers centre for advice and support.



## Your rights in the workplace

**Flexible working:** If you have been working somewhere for at least 26 weeks, you can request flexible working. Consider solutions that work for you and your employer. This could be working part-time, working from home, or arriving and leaving an hour earlier.

**Time off for emergencies:** The length of time must be agreed with your employer, but is normally one or two days. This is unpaid.

**Parental leave:** If you have been working somewhere for at least a year, you can take some unpaid leave to look after a child under the age of 18.

**Some organisations offer time off for caring responsibilities, so check your employer's policies.**



## Further information

**Carers Trust:**

[www.carers.org](http://www.carers.org) – find your local carers centre

**Carer's Assessment:**

[www.carers.org/carers-assessment/carers-assessment](http://www.carers.org/carers-assessment/carers-assessment)

**Flexible working:**

[www.gov.uk/flexible-working](http://www.gov.uk/flexible-working)

**Carers UK:**

[www.carersuk.org/help-and-advice/work-and-career](http://www.carersuk.org/help-and-advice/work-and-career)

**Working Families:**

<https://workingfamilies.org.uk>

## Your notes