

## FLEXIBLE WORKING



### Who is this for?

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

### Flexible working

Many carers have the statutory right to request flexible working. This can help you balance work and caring. You can make a statutory request if:

- You have worked for your employer for 26 weeks in a row.
- You have not made a request within the last 12 months.

Your request must be made in writing.

Your employer has the right to refuse the request, if there is a valid business reason for doing so. If your request is refused, you can appeal the decision informally, by talking to your employer, or formally in writing.

Your employer must consider your request within three months.

### Examples of flexible working

- Working from home.
- Starting/finishing work earlier or later.
- Working full-time hours over fewer days.
- Reducing your hours of work.
- Entering a job-share agreement.
- Changing your shift patterns.
- Working school term-time only.
- Annualised hours - working set hours over the year, but with flexibility about when those hours are worked.
- Changes to your working pattern such as work around hospital appointments.

If you reduce your hours, your salary and holiday entitlement will be adjusted.

If you require flexible working in the short-term, you can talk to your employer about making a non-statutory (informal) request. You are not covered by the same rights, but there may be more flexibility.

You might make an informal request if there are temporary changes to your caring role, or you are worried about committing to a permanent change, and want a trial period.



## Making a request for flexible working

When making a formal (statutory) request in writing, you should include the following:

- Detail the change you are seeking and when you want it to start.
- Explain any impact it may have on your employer, and how you could deal with this.
- List dates of any previous requests.

When your employer assesses your request, they will consider:

- Any cost implications.
- How it will work within the current staff structure and hours of operation.
- Whether they are able to recruit additional staff, if needed.
- The impact on delivery and quality of work.

It is a good idea to talk to your employer before you submit a formal request, to explore solutions together. You can also highlight any benefits of the new arrangement.

## Further information

**Government website:**

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

**Citizen's Advice:**

[www.citizensadvice.org.uk/work/rights-at-work/flexible-working/flexible-working-what-is-it](http://www.citizensadvice.org.uk/work/rights-at-work/flexible-working/flexible-working-what-is-it)

**Acas:**

[www.acas.org.uk/making-a-flexible-working-request](http://www.acas.org.uk/making-a-flexible-working-request)

**Carers UK:**

[www.carersuk.org/help-and-advice/work-and-career/other-rights-at-work/your-rights-in-work](http://www.carersuk.org/help-and-advice/work-and-career/other-rights-at-work/your-rights-in-work)

## Your notes

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