



THE CONFIDENCE GUIDE

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Flexible Working Worksheet

This worksheet provides an overview of the law with regards to employees having the right to request flexible working hours. (Note that the law is different in Northern Ireland).

The UK law changed on 30 June 2014 and flexible working is no longer a right reserved for carers and those looking after children. All employees now have the right to request flexible working. You need to have worked for the same employer for at least 26 weeks.

What is flexible working

- Flexible working is a way of working to suit the employee's needs and includes:
 - Job share
 - Working from home or other remote location (e.g. a more local office once a week)
 - Part-time or reduced hours
 - Compressed hours (working full-time hours over fewer days)
 - Flexitime - employee chooses start/end time and works agreed core hours
 - Annualised hours - work a certain number of hours per year with flexibility as to **when** those hours are worked
 - Staggered hours - different start, finish and break times
 - Phased retirement

Who wants flexible working

- Carers or parents of children
- Grandparents
- Employees with responsibilities for the older generation
- Employees who want a more flexible

Advantages of flexible working for the employer

- Talent retention and recruitment
- Wider and more diverse workforce
- More agile working policies

How to request flexible working

- You have the right to request flexible working if you have at least 26 weeks' continuous employment (the law changed 30 June 2014 to include all employees).
- You can only make **one** request in 12 months.
- Requests need to be made **in writing** stating what change you are seeking and how you think this may affect the business.

When you make a request, look at it through the eyes of your employer.

- What will the commercial and operational impact be?
- How can you mitigate the impact? Suggest solutions.

Employer responsibilities ...

- Consider the request and make a decision within 3 months (or longer if agreed with the employee).
- If the request is approved, the employer must change the terms and conditions in the employee's contract.
- If the employer disagrees, they must write to the employee giving the *business* reasons for the refusal. You may have the right to go to an employment tribunal.
- The employer must deal with requests in a reasonable manner for example assessing the advantages and disadvantages of the application; holding a meeting with the employee; and offering an appeal process (although this is not mandatory).

Other useful links

Flexible working overview: <https://www.gov.uk/flexible-working/overview>

ACAS information about flexible working: <http://www.acas.org.uk/flexibleworking>

Capability Jane - job share [toolkits](#)

The Job Share [Project](#)

[Working Families](#) - the UK's leading work-life balance organisation

Now that you have reviewed the information, what actions will you take? Note these below and also *when* you will take those actions.
