

Making a flexible working request

You might be able to make a 'flexible working request' to your employer if you want to:

- reduce your hours to work part-time
- change your start and finish time
- have flexibility with your start and finish time (sometimes known as 'flexitime')
- do your hours over fewer days ('compressed hours')
- work from home or elsewhere ('remote working')
- share the job with someone else

You can ask for the change to be for:

- all working days
- specific days or shifts only
- specific weeks only, for example during school term time
- a limited time, for example for 6 months only

1. Check your right to make a request

By law, you have the right to make a flexible working request if:

- you've worked for your employer for at least 26 weeks
- you're [legally classed as an employee](#)
- you've not made any other flexible working request in the last 12 months

If you have the right to request, your employer must:

- look at your request fairly, following the [Acas Code of Practice on flexible working requests](#)
- make a decision within a maximum of 3 months

Some employers will allow you to make a request even if you do not have the legal right – check your workplace's policy.

If you're a parent or carer

All employees have the right to request flexible working, including if you're:

- a parent
- a carer
- returning from maternity leave

All flexible working requests should be treated in the same way.

If you're a parent or carer, your employer might have other ways for you to take time off. For example, [parental leave](#) to look after your child or [time off for dependants](#). Check your workplace's policy.