

Flexible Working Fact Sheet

Did you know?

- You are now entitled to make a flexible working request **from day one of your employment**.
- You can make **up to two** flexible working requests in any 12 month period.
- You can make a flexible working request as part of a reasonable adjustment for a disability.
- There are **only 8 legal reasons** under which an employer can **decline** your request.

Flexible working legislation changed in April 2025. Flexible working requests are now a day one right, and even where employers can't accommodate the request, they are expected to consult their employee in a meaningful way to see if there are elements of the request which can be accommodated, or perhaps an alternative solution.

There are lots of different kinds of flexible working, from changing your hours, your work location, or even requesting a job share, there are many options which might support the change you need.

Making a request

To make a request you must apply in writing (a letter or email) and your application **must** include the following:

- the **date** of the request
- a statement that this is **a statutory request for flexible working**
- details of the change you are requesting and when you want to start from
- a statement saying if and when you've made a previous application, including the date of the previous request

While you do not have to include the reason for your request, some employees prefer to do so. It can also help to identify any potential issues which could arise due to your requested change, and how these issues could be resolved.

Once your request has been received your employer must give this fair consideration and respond in writing, with an outcome, within two months of receipt of the request. If there is an appeals process this must also be completed within the two month period.

Some employers will have a policy and their own template for making an application. If you would like to make a flexible working request and do not have a template provided by work, you can find one on the next page.

NAME OF EMPLOYER
Address or email address

YOUR NAME
Your address or email

DATE

Dear **XXXXXXXXXXXXX**,

I am writing to make a statutory flexible working request.

CHOOSE ONE OPTION FROM BELOW

I have not made any previous statutory flexible working requests.

OR

I have previously made a statutory flexible working request on **INSERT DATE(S)**.

My current working pattern is **GIVE DETAILS of your working pattern eg days, hours, times, locations of work.**

I would like to make the following changes to my work pattern:

GIVE DETAILS of the change(s) you would like to make. For example:

I would like to reduce my hours from 37.5 hours per week and work from home 2 days per week.

I would like this change to start from **INSERT DATE**.

Optional: The reason I want this change is **GIVE DETAILS**

Optional: I am aware this could create the following challenges **GIVE DETAILS** but I believe these could be resolved by **GIVE DETAILS**

I look forward to hearing from you and, if you have any concerns in authorising my request, discussing these and any possible solutions with you in person.

Kind regards,

YOUR NAME