

# Flexible Working

(From 6th April 2024)

- Every employee will have the right to request flexible working from Day 1 (previously after 26 weeks)
- 2 requests can be made per year (there can only be one “live” request at a time)
- Requests must be in writing and include the following:
  - must state it is a Statutory Request for Flexible Working
  - date request made
  - details of the change and the requested date of change
  - if there has been a previous request for flexible working
- Employers have 2 months to make a decision and cannot refuse the request without first meeting the employee
- Employers must agree to the request unless there is a genuine business reason not to (acceptable reasons can be found in the ACAs Code of Practice on Flexible Working)
- The decision must be put in writing

Further resources:

[ACAS Code of Practice on Flexible Working](#)

[Employment Relations \(Flexible Working\) Act 2023](#)