

Requesting home or hybrid working

If you want to change when, how or where you work, you can ask your employer by making a flexible working request.

This includes asking to:

- work from home
- change how often you work from home
- change how often you're in the workplace, as part of a hybrid working arrangement

Hybrid working means splitting your time between:

- the workplace
- working remotely, for example from home or another location

Making a statutory flexible working request

If you're [legally classed as an employee](#), you have a statutory (legal) right to request flexible working.

Employers can accept, partially accept or reject a statutory request. An employer can only reject the request if there's a genuine business reason.

As part of considering the request, the employer might need to carry out a [risk assessment for working at home](#). For example, to check that it's suitable and safe to work there.

Find out more about:

- [the statutory right to request flexible working](#)
- [making a statutory request](#)
- [steps for employers considering a request](#)

Agreeing a change without using the statutory procedure

You can agree flexible working arrangements informally without using the statutory procedure.

For example if:

- you prefer to informally ask for a change
- you do not have a statutory right to request flexible working
- your organisation has a separate process for requests

If your organisation has a process for requesting flexible working or working from home, you should follow it.

If you're not sure if there's a process:

- check your organisation's policy on flexible working, home or hybrid working
- ask your manager
- ask your HR department

If you have a disability

If you're asking to work from home because of a disability you have, you can either:

- make a flexible working request
- request a reasonable adjustment

Reasonable adjustments are changes an employer makes to remove or reduce a disadvantage related to someone's disability.

By law (Equality Act 2010), employers have a legal duty to make reasonable adjustments for disabled employees.

Find out more about:

- [how to request a reasonable adjustment](#)
- [the law on reasonable adjustments](#)
- [what disability means](#)

Planning your request

Before you make a request, find out if your employer has a relevant policy. For example, a homeworking, hybrid working or flexible working policy. If you're not sure, ask your manager or HR department.

A policy usually explains how things work in your organisation. This might include how to make a request and who to send it to.

Asking for more than one type of flexible working

You can include different [types of flexible working](#) in your request. For example, if you want to change your working pattern and how often you work from home.

Example – asking to change where and when you work

Ali works 5 days a week – 3 days in the office and 2 days at home.

Ali needs to pick up their children 3 days a week after school. The pick up times are different each day. Working at home more often and having flexible hours would help with school pick ups.

Ali makes a statutory flexible working request to:

- work from home 3 days a week and 2 days in the office
- work flexible hours on the days they work from home

Ali's employer must consider this request in line with the law on flexible working requests.

If a change is agreed

If you agree a change, this usually changes the terms of your employment contract.

For example, if the change relates to your:

- working hours
- job location
- job description
- pay

If any contract terms change, your employer must put the changes in writing within one month of agreeing them.

Find out more about:

- [changing written terms](#)
- [changing an employment contract](#)

Get more advice and support

To find out about home and hybrid working in your organisation, talk to your manager, employer or HR department.

For more advice:

- [read our flexible working requests advice](#)
- [contact the Acas helpline](#)