

## Your rights

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### Factsheet 15: **Working carers**

#### **Work and caring**

Balancing a job with your caring role can be difficult and you may need time to adjust. You might need to ask for help to manage your working life, especially if there is a change in your caring role:

- Find out about support for carers in your workplace.
- Talk to your manager about any adjustments to your working arrangements that you may need in the short or long-term.
- Talk to the person you are caring for about support you may need.
- Make sure you and the person you are caring for have a carer's assessment.

#### **Your rights in the workplace**

- **Flexible working:** If you have been working somewhere for at least 26 weeks, you can request flexible working. Consider solutions that work for you and your employer. This could be working part-time, working from home, or arriving and leaving an hour earlier.
- **Time off for emergencies:** The length of time must be agreed with your employer, but is normally one or two days. This is unpaid.
- **Parental leave:** If you have been working somewhere for at least a year, you can take some unpaid leave to look after a child under the age of 18.

Some organisations offer time off for caring responsibilities, so check your employer's policies.

#### **Talking to your employer**

- Find a time convenient for both of you, and a private and quiet place.
- Make sure you both have plenty of time, so the conversation is not rushed.
- Think about what you are willing to share regarding your caring role.
- Think about how your caring role may affect your work.
- Think about solutions before the meeting.
- Write down what you both agreed.

Remember, employers' value communication and honesty.

## Balancing work and caring

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## Working for Carers

Working for Carers is a London-wide project supporting unpaid carers, aged 25 or over, to move closer to employment. The project is led by Carers Trust and delivered by its network of 24 partners across London.

This is a free service for unpaid carers who are job-searching, starting a new job, or already in employment can apply for the Working for Carers.

They will:

- Support carers to pursue their employment goals through confidence building and skills development.
- Offer a flexible service that considers individual needs and ambitions.
- Engage with local businesses and organisations to create employment, training and volunteering opportunities for carers.
- Highlight the benefits of employing carers, adopting carer friendly policies, and understanding the needs of carers in the workplace.

Contact Carers Trust Hillingdon and ask to speak to an Employment Personal Advisor from Working for Carers.

**For more information about our services please contact us**

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