

# Working Rights for Parents and Carers

## Day Nurseries in the Borough of Bromley

Details of the above can be obtained from Bromley Families Website.

[www.bromleyfamilies.info](http://www.bromleyfamilies.info)

## Working Families

The Working Families website has a wealth of information for parents of disabled children who want to get back to work. Working Families also run two help lines for questions about combining paid work and caring for disabled children.

Tel: Helpline 0207 0253 7243

Low income families legal helpline 0300 012 0312

Email: [advice@workingfamilies.org.uk](mailto:advice@workingfamilies.org.uk)

[www.workingfamilies.org.uk](http://www.workingfamilies.org.uk)

## Annual Leave

The minimum amount of paid holiday (annual leave) employers must give is 28 days per annum for someone who works a five-day week. Part-time employees are entitled to the proportionate amount of time that full-time employees who do the same job receive.

## Emergency Leave

You do not have an automatic right to take time off for your child's medical or other appointments. If it is an 'emergency' you can 'take time off for dependents'. This is the right to take unpaid leave for a short period of time. You must let your employer know what is happening and get back to work as soon as you can.

Working Families has information about your rights to time off. For more information contact:

Tel: 020 8017 0072

[www.workingfamilies.org.uk](http://www.workingfamilies.org.uk)

## Flexible Working

If you have worked for your employer for at least 26 weeks (including any period of maternity leave), as the parent of a child under 17 (or under 18 if the child has a disability and is in receipt of DLA), you have a right to ask your employer for a change in your working arrangements to help you care for your child.

The sort of changes you might ask for include:

- > Part-time work
- > Change in hours
- > Compressed hours
- > Term-time working
- > Working from home
- > Job sharing



Your employer must consider your request, but can turn it down if they have genuine business reasons for doing so. You must apply in writing, e.g. a letter or e-mail. Your employer might have a standard form (ask the HR department). You need to cover the following points: statutory rights, eligibility, the changes you are seeking and what effects these changes may have on your employer. State how these problems can be overcome and when you want these changes to start. Allow at least 12 weeks for a response, ensure you date your application.

If your application is turned down you have 14 days to appeal in writing and your employer must arrange an appeal meeting. If your request is turned down again, you should observe your organisations grievance procedure or seek assistance from an outside body, such as an employment tribunal.

The Working Families free legal helpline offers parents and carers confidential advice, remember to advise them that your child has additional needs. Free advice for Dads on Paternity leave, time off for appointments and family emergencies and family-friendly hours are also available.

Tel: 0800 013 0313

## Parental Leave

You have the right to take parental leave if you have worked for your employer for at least one year. You have the right to take 18 weeks per child until the child is 5 (up to age of 18 if the child has a disability).

Part-time employees are entitled to a proportionate amount. Your employer does not have to let you take 13 or 18 weeks at once, however you can take it a day at a time for a disabled child. You should give your employer 21 days notice for parental leave. Parental leave is unpaid, although in some cases other benefit support may be claimed when parental leave is taken.

## Extended Parental Leave

Parents of babies due on or after 3 April 2011 (and parents of adopted children after that date) have the right to share the mothers maternity leave. This means that a mother can transfer the last six months of leave to the father if she decides to return to work before the end of his paternity leave (which only lasts for two weeks)

[www.workingfamilies.org.uk](http://www.workingfamilies.org.uk)

Other sources of information from working families can be found on the government website and the ACAS website:

[www.gov.uk](http://www.gov.uk)

[www.acas.org.uk](http://www.acas.org.uk)

