

**Work-life balance can be a tricky path to walk, especially for teachers with ever increasing workloads!**

### Your rights

At different times we need more flexibility to work different or reduced hours – whether it be for childcare, caring for older relatives, health concerns, or as people decide to move towards retirement.

You have a legal right to request flexible working hours for any reason and at any time under Part 6AA of the Employment Relations Act 2000. The principal must consider this request in good faith and can only refuse it for one of the reasons listed in the act.

### Tips for requesting more flexibility

- Make it in writing so that you and your employer have a written record and can refer back to it
- Include a reason for why you would like or need flexible hours in your written request
- Ask to have a meeting to discuss the request in more detail and to answer any questions
- Include any time limits on the flexible working arrangements
- Where possible, try and make the request early on in the development of the school timetable so that any changes can be factored in.

**For more information about making a request, contact your local field officer.**

### Case study

Maria needed to start each day at 11am because of caring responsibilities for her mother who was undergoing medical treatment for a couple of months. After submitting her request in writing to her principal a plan was formulated that met both Maria's needs and those of her department.