

Checklist: How to prepare for flexible working changes under the Employment Rights Act 2025

Under the new Employment Rights Act 2025, flexible working will become a day-one right, unless it is not reasonably feasible. A refusal of a flexible working request must be reasonable and the eight business reasons that can be given for a refusal will remain the same. Employers will be required to explain in writing the reason for any refusal and why their refusal is considered reasonable.

These changes are currently due to take effect in 2027. In the meantime, you should continue to follow current legislation and the [Acas code of practice](#) on flexible working requests.

Preparing for the change

While we await outcomes of consultations due to take place on these changes, there are some steps you can take now to prepare:

Task	Progress
Update senior leaders on this change.	
Review your current policy or documented processes and identify potential areas that will need to be reviewed and updated in due course. You will need to assess these again when the full guidance is available.	
Determine who will need to be notified about the changes prior to them taking effect, and whether training will be required.	
Ensure that you have a process for documenting flexible working requests, responses and the statutory reason relied upon for refusal if applicable.	
Keep up to date with the progress of the Employment Rights Bill and subsequent provision of detailed guidance.	