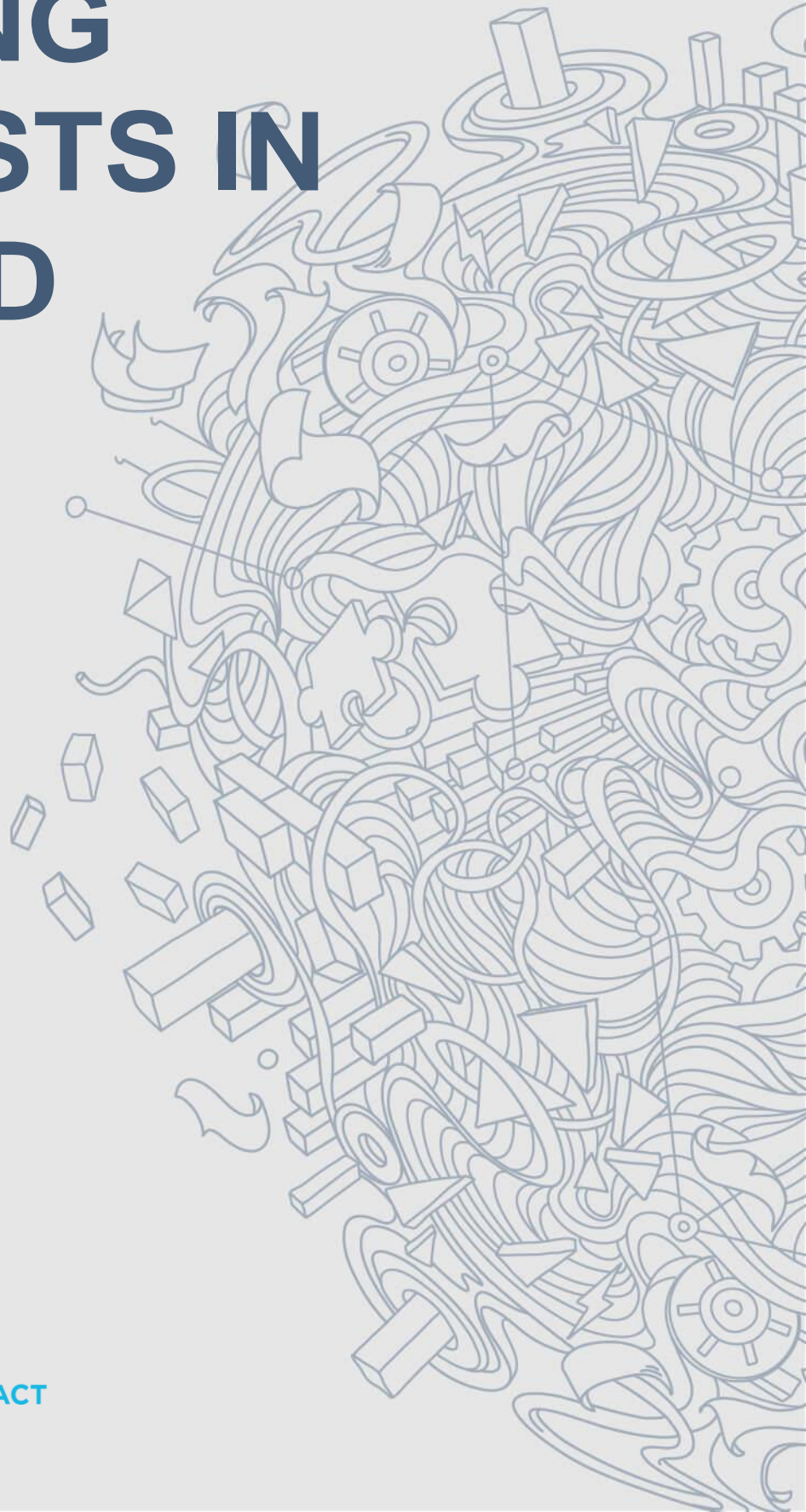


# REMOTE WORKING AND FLEXIBLE WORKING REQUESTS IN IRELAND



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PROVISION	REMOTE WORKING	FLEXIBLE WORKING
<b>Request</b>	In writing or by online request form at least 8 weeks before the start of the arrangement.	In writing or by online request form at least 8 weeks before the start of the arrangement.
<b>Minimum service requirement</b>	6 months.	6 months
<b>Contents of request</b>	<ul style="list-style-type: none"> <li>• The proposed remote working arrangement including details of its location and suitability,</li> <li>• Reasons as to why the employee would like this arrangement,</li> <li>• Specify a commencement date and, where applicable, an expiry date of the arrangement.</li> </ul>	<ul style="list-style-type: none"> <li>• The proposed flexible working arrangement,</li> <li>• Specify a commencement date and, where applicable, an expiry date of the arrangement.</li> </ul>
<b>Response by employer</b>	Within 4 weeks of receiving the request.	Within 4 weeks of receiving the request.
<b>How an employer must respond to a request</b>	<ul style="list-style-type: none"> <li>• Approve the request by entering an agreement with the employee that provides for the details of the arrangement and provide the employee with a copy of that agreement.</li> <li>• Notify the employee that the request has been refused and give reasons for this, or</li> <li>• Notify the employee in writing that it is extending the four-week period to a further period not exceeding 8 weeks (therefore, maximum 12 weeks in total) on the basis that it is having difficulty assessing the validity of the request.</li> </ul>	<ul style="list-style-type: none"> <li>• Approve the request by entering an agreement with the employee that provides for the details of the arrangement and provide the employee with a copy of that agreement.</li> <li>• Notify the employee that the request has been refused and give reasons for this, or</li> <li>• Notify the employee in writing that it is extending the four-week period to a further period not exceeding 8 weeks (therefore, maximum 12 weeks in total) on the basis that it is having difficulty assessing the validity of the request.</li> </ul>
<b>Response time to a proposal to terminate the arrangement</b>	Within 7 days of receiving proposal to terminate the arrangement.	Within 7 days of receiving proposal to terminate the arrangement.
<b>Protection from penalty?</b>	Yes	Yes
<b>Redress available</b>	Up to 4 weeks remuneration and/or directions to comply with the Act.	Up to 20 weeks remuneration and/or directions to comply with the Act.
<b>Time limit to seek redress</b>	Within 6 months of the date of the breach.	Within 6 months of the date of the breach.

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