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## **RIGHT TO REQUEST TIME OFF FOR TRAINING: GUIDANCE PUBLISHED FOR EMPLOYERS**

The Department for Business, Innovation and Skills (BIS) has published guidance for employers on the new right for employees to request time off for training.

The guidance for employers, called "Consider time for training" is available on the Business Link website ([www.businesslink.gov.uk](http://www.businesslink.gov.uk)). The guidance explains the new rights and obligations, the eligibility criteria (including the types of training for which time off can be requested), the procedure which must be followed, the consequences of not following the procedure, and the grounds for an employer refusing a request for time off for training.

The new right will be available to employees in organisations with 250 or more employees from 6 April 2010 and to all employees from 6 April 2011.