



Top Tips for Young Carers in the Workforce



An Australian Government Initiative



**Carer-Inclusive
Workplace
Initiative**

Entering the workforce is an exciting time, but it can involve learning new information about your rights, written in a complex way that can be hard to understand.

Young carers are people up to 25 years old who have caring responsibilities. For young carers, it can be especially important to understand their entitlements and how these can support their personal circumstances, including their caring responsibilities.

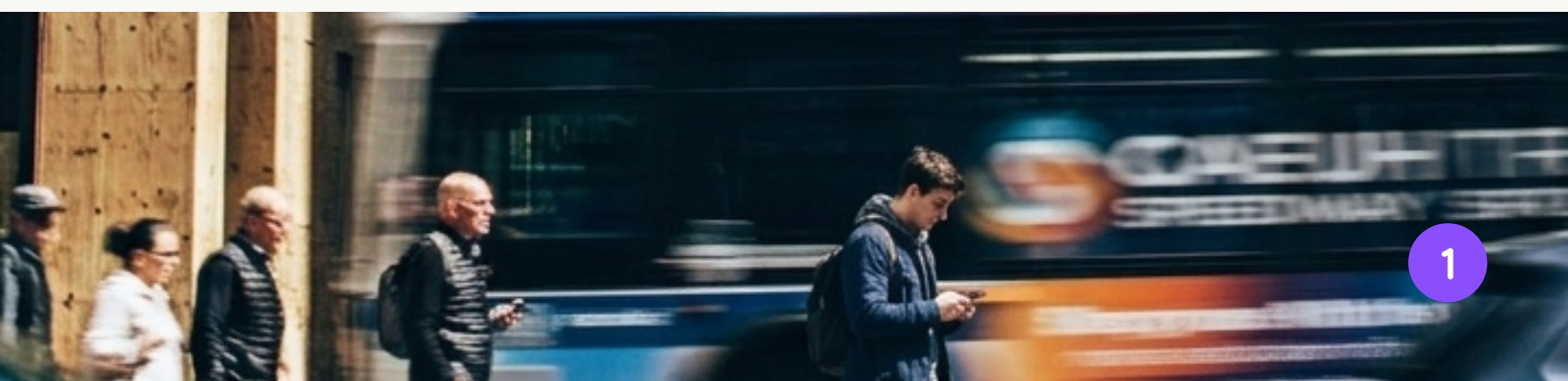
These top tips have been developed to help young carers begin to understand their basic rights and entitlements. The following information provides some general guidance in how to do this.

1. Understand your employment status **so you know what support you can access.**

Knowing whether you're casual, part-time, full-time, or a contractor helps you know what leave or flexibility you can get when caring duties come up. Further information can be found [here](#).

2. Learn your leave entitlements early.

Carers might need time off at short notice. Knowing how personal or carer's leave, compassionate leave, and annual leave work helps you plan ahead and feel more confident in emergencies. Find out what your workplaces leave policies are, and the processes to request leave. More information on the different type of leave, and who can take them can be found [here](#).



3. Be open about your caring role (if you feel comfortable).

Sharing your situation with your manager can help them understand why you may sometimes need time off, schedule changes or different start and finish times.

4. Create a simple backup plan for unexpected caring moments.

Think about who you can contact at work if an urgent caring issue comes up. This could be your manager, HR, or a colleague. Make sure you have their contact details saved. Having a plan can reduce stress when things change quickly.

5. Know your Award or Enterprise Agreement.

Many Modern Awards and Enterprise Agreements include extra support for carers, such as more leave, rest breaks, or other help. Knowing about these supports can help you speak up for yourself at work. The award or agreement should be written in your employment contract, but you can also search for them [here](#) and [here](#).

6. Explore flexible work options.

After 12 months at work, you have the legal right to ask for [flexible working arrangements](#) if you are a carer. Some workplaces also allow flexible work from your first day, so check your contract, and any internal policies. Speak to your employer about what's possible.

7. Understand your job requirements and workload boundaries.

Carers often juggle a lot. Knowing what is expected of you at work helps you avoid taking on too much work and protects your wellbeing.

8. Keep communication open and proactive.

If you have upcoming appointments or busy caring times, tell your employer as early as you can. It builds trust and makes flexible arrangements easier.

9. Look after your wellbeing.

Balancing work and caring can be emotionally tiring. If your workplace has an Employee Assistance Program, consider using it. If not, free support services like [Beyond Blue](#) and [Kids Helpline](#) are available any time.

10. Know where to get independent help.

If you ever feel unsure about your rights, contact the [Fair Work Ombudsman](#). They can explain your rights in simple terms and help you deal with problems confidentially.



These top tips have been written as a starting point to begin to understand your rights and entitlements at work, and they don't cover every scenario. Further information can be found at:

Office for Youth

Fair Work Ombudsman



About us

The Carer-Inclusive Workplace Initiative is a collaboration between the Australian Government and Carers Australia.

The aim of the project is to recognise the valuable contributions of carers and create a more inclusive, supportive workplace for Australians who provide unpaid care in the community.

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