**In-Office, Remote and Hybrid Work Arrangements Policy**

[Company Name] has established the following guidelines for in-office and remote work. [*Optional: This policy is temporary and will expire at [Company Name]’s discretion, with appropriate notice to all employees*.]

Please contact the HR department with any questions you may have.

**Procedures**

Each employee should work with his or her manager to determine an appropriate work arrangement. Managers must submit a work arrangement form for each of their direct reports.

Managers will review work arrangements [*monthly, quarterly, etc*.] and make changes as warranted by business needs.

**Work Arrangement Options and Guidelines**

**Full-Time In-Office**

**Eligible Employees**: [*Define which employees may choose or are assigned to this option*.]

[*Include company-specific parameters for working in the office full time, such as the following:*]

**Scheduling**: [*Insert information on* *any* *staggered shifts, flextime options, adjustments to the normal hours worked, etc*.]

**Transportation Benefits**: [*Insert information on parking or other transportation benefits being offered*.]

[*Insert other applicable parameters specific to your workplace*]

**Hybrid In-Office/Remote Work**

**Eligible Employees**: [*Define which employees may choose or are assigned to this option*.]

*[Include company-specific parameters for hybrid in-office and remote work, such as the following*:]

**Scheduling**: [*Insert information on how many and which days to be in the office, any adjustments to standard hours, staggered shifts, flextime options, etc*.]

**Communication:** [*Insert any specific availability and communication expectations during remote work*.]

**Transportation Benefits**: [*Insert information on parking or other transportation benefits being offered*.]

[*Insert other applicable parameters specific to your workplace*]

**Full-Time Remote**

**Eligible Employees**: [*Define which employees may choose or are assigned to this option*.]

[*Include parameters for working remotely full time, such as the following*:]

**Scheduling:** [*Insert information on any adjustments to standard hours worked, flextime options, etc.]*

**Communication:** [*Insert any specific availability and communication expectations*.]

[*Insert other applicable parameters specific to your workplace*]