

# Hybrid Work Policy Template

Effective Date: \_\_\_\_\_

Approved By: \_\_\_\_\_

## 1. Purpose

This Hybrid Work Policy provides a framework for employees to work both remotely and onsite, ensuring productivity, flexibility, and alignment with organizational goals.

## 2. Scope

This policy applies to all eligible employees of [Company Name].

## 3. Work Arrangements

- Employees are expected to work onsite at least [X days] per week, and may work remotely up to [Y days] per week, as determined by the department and individual manager.
- Remote workdays must be scheduled and communicated in advance.
- Core business hours are from [start time] to [end time].

## 4. Eligibility

- Eligibility for hybrid work is based on job responsibilities, performance, and business needs.
- Managers will review and approve hybrid work arrangements on a case-by-case basis.

## 5. Expectations

- Employees must be reachable and responsive during core hours.
- All company policies, including confidentiality and conduct, apply regardless of work location.
- Regular check-ins with managers and teams are required.

## 6. Equipment & Security

- Employees are responsible for maintaining a secure and productive remote workspace.
- [Company Name] may provide or reimburse for necessary equipment as approved by management.
- Data security protocols must be strictly followed.

## 7. Attendance & Reporting

- Attendance policies remain in effect, and hours worked remotely must be accurately reported.
- Time-off requests and absences must be communicated as usual.

## 8. Review & Adjustment

This policy will be reviewed periodically and may be updated as needed to ensure effectiveness.

## 9. Acknowledgement

I acknowledge receipt and understanding of the Hybrid Work Policy.

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_