

Sample Hybrid Work Policy Agreement

I, (please print) _____ have received, read, and understand the

Hybrid Work policy and agree to abide by the expectations set forth in the policy and its conditions.

Agreed upon schedule:

	Monday	Tuesday	Wednesday	Thursday	Friday	
Week 1	Total Hours:		Total Hours:		Total Hours:	
	Shift Start/End:		Shift Start/End:		Shift Start/End:	
	Telework Day:		Telework Day:		Telework Day:	
	Monday	Tuesday	Wednesday	Thursday	Friday	
Week 2	Total Hours:		Total Hours:		Total Hours:	
	Shift Start/End:		Shift Start/End:		Shift Start/End:	
	Telework Day:		Telework Day:		Telework Day:	

Effective Date:

Telework Location:

Agreed upon communications:

Agreed upon equipment use:

Employee Signature

Date

Supervisor Signature

Date