

	Company Decides	Company and Manager Decide	Manager Decides	Company, Manager, and Employee Decide	Employee Decides
	Fixed Days Model			Partial Choice Model	Full Choice Model
Weekly Split Schedule (for example: 3/2, 2/3, 50/50)	How it works: The company decides how many and which days to come into the office.	How it works: The company decides on one or more fixed office days, the manager decides on additional fixed office days.	How it works: The manager decides which days employees should come to the office based on company guidelines of how many days. (There may be an option for the employee to choose more office days.)	How it works: The company decides on one or more fixed office days, the manager decides on additional fixed office days, and the employee chooses the final required office day (s).	How it works: The employee chooses which days to go to the office within a minimal requirement of 1-4 days.
	Benefit: Structure, facetime between team members, cross-team collaboration	Benefit: structure, facetime between team members, cross-team collaboration, more popular with employees then when company decides fully	Benefit: structure, guaranteed facetime between team members, second most favored by employees	Benefit: structure, facetime between team members, cross-team collaboration, more popular with employees then when company decides fully	Benefit: Model preferred by most employees, increased retention and attractiveness in the market.
	Downside: Least popular amongst hybrid schedule models, need to retain full office costs	Downside: need to retain full office costs, less popular than leaving choice to managers, teams, and/or employees	Downside: need to retain full office costs, no cross-team collaboration or connection.	Downside: need to retain full office costs, more effort to align schedules and coordinate in-person work in and outside of the direct team.	Downside: less likely to connect and collaborate with colleagues in and outside of the team. Most coordination required to work together in person.
Shift/Staggered Hybrid Schedule	How it works: The company decides on which days and times specific teams and/or people come to the office.	How it works: Managers decide on which days and times specific their teams come into the office, within the guidelines of the company.	N/A	How it works: Employees decide on which days and times they come into the office, within the guidelines their manager and/or company set.	N/A
	Benefit: Structure, facetime between team members, some cross-team collaboration, higher ability to share less office space with more people	Benefit: Structure, facetime between team members, some cross-team collaboration, higher ability to share less office space with more people		Benefit: Some structure, some facetime between team members, some cross-team collaboration, higher ability to share less office space with more people	
	Downside: Most rigid schedule, little perceived benefit versus office schedule when applying to more than 3 office days.	Downside: Most rigid schedule except for the fact that it fits the team a bit better, little perceived benefit versus office schedule when applying to more than 3 office days.		Downside: Fairly rigid schedule that drops in perceived benefits depending on how many slots needs to taken by the employee.	
Alternating Week Schedule	How it works: The company decides which teams come in on which weeks, potentially in partnership with teams and/or managers	N/A	N/A	N/A	N/A
	Benefit: Structure, facetime between team members, highest ability to share less office space with more people				
	Downside: Teams on opposite schedule have little to no opportunity to connect and collaborate				
Combination (Bottom Up)	N/A	N/A	How it works: Each manager (often department heads) decides which model (any of the weekly split variants, staggered, alternating schedule, etc.) fits with their team best. The company combined all choices into one hybrid policy.	N/A	N/A
			Benefit: Best fit for each individual team, more productive and loyal team members, attractive for new talent.	N/A	N/A

			Downside: Requires strong documentation and communication as it can be confusing.	N/A	N/A
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