

SWITHCING TO HYBRID WORK - BASICS



TELEWORK¹ is implemented in various formulas:

A. work from employee's residence exclusively, with isolated instructions to attend office meetings or work from the company premises occasionally

B. hybrid work, i.e. alternate work from company premises and employee's residence and/ or other agreed locations, based on a specific model (e.g. 2 days per week – work from office, 3 days per week – remote work).



Switching from **work from home** to **hybrid work** does not modify the telework status, so no changes in the REVISAL are required.



If telework was implemented via **company decision** during the pandemic state of alert, hybrid work requires the conclusion of an addendum to the employment agreement specifying the switch to hybrid work, the model of the **office** and **remote work** days, as well as all terms and conditions of performing telework (e.g. schedule, OHS obligations, costs etc.).




If during the state of alert, telework functioned based on dedicated provisions in the **employment agreement**, such provisions should be revisited so as to be adapted to hybrid model, if necessary.




Returning to office work exclusively means terminating the telework model and may require

¹ As regulated by the Telework Law no. 81/2018

- ✓ notification of employees to return to the office or
- ✓ concluding addendums to the employment agreements to mutually terminate telework
- ✓ deregistering telework from REVISAL.

 We recommend putting in place a dedicated **Telework Policy** where the company can regulate with increased flexibility all procedural details of hybrid work implementation and functioning:

- how are office and remote work days decided
- approvals
- remote work address changes along the way
- OHS paperwork.

 Don't neglect work-life balance of your employees! The WHO has officially classified workplace burnout as an occupational phenomenon in its latest revision of the International Classification of Diseases.

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