

# 5 Hybrid Work Policy Examples

Look inside the workplace strategy playbooks of Fortune 500 companies.



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## Introduction

### Workplace needs have changed

Remote work continues to be in high demand, with 98% of employees stating they want to work outside the office at least some of the time. They're not alone—many enterprise organizations are also seeking refuge from the confines of traditional office spaces; from trendy coworking spaces to virtual offices, businesses are reimagining what it means to go to work every day.

### But change isn't easy

Orchestrating new workplace strategies on a large scale isn't without challenges. However, numerous Fortune 500 companies have looked beyond the complexities in favor of attracting top talent, increasing productivity, and improving employee satisfaction, all whilst significantly reducing their overheads.

### Want to know how others are approaching it?

LiquidSpace has an advantageous bird's eye view of how companies approach their

workplace strategies, and we have the data to help them shape and adjust these strategies based on employee behavior and business objectives. With more than a decade of experience working with enterprises like T-Mobile, Philips, and Softchoice, we've seen workplace policies of all kinds, the risks of not evolving the workspace with the workforce, and the benefits when you get it right.

We're unveiling some eye-opening alternatives that will make you question everything you thought you knew about workplace planning and employee experience.

For organizations in pursuit of these and other benefits, take a peek inside the experiences of other enterprises and explore all possibilities.

# The Hybrid Workplace Dividend

The standard office is no longer the only option being considered by businesses.

Transitioning to remote, hybrid, or other flexible strategies isn't just a response to the circumstances brought about by the pandemic. Rather, it's a strategic move that aligns with the demands of a modern workforce and the evolving dynamics of the business world.

Stagnation isn't an option. Businesses that fail to meet the needs of the current workforce risk wasting money on unused space, disillusioned employees, and a lack of competitive advantage when hiring talent.

Enterprises have the ability to set new precedents and pioneer ideas that others can follow. There are a range of tangible benefits to doing so, too.

The culmination of these benefits delivers a notable hybrid workplace dividend. By embracing this transformation, companies can position themselves as forward-thinking organizations ready to thrive and respond effectively to the demands of an ever-changing world.

Want to dive deeper into the latest hybrid workplace trends? Download the [Hybrid Workplace Index](#) today.

## The Hybrid Workplace Dividend Explained

The Hybrid Workplace Dividend refers to the benefits companies and their employees are experiencing when the right hybrid workplace model is adopted.

There are two sides to this flywheel:

- The people dividend: productive, engaged employees boasting improved wellbeing, greater work-life balance, and advocacy for their work.
- The place dividend: greater agility, cost savings, staff retention, improved sustainability.

# The Benefits of a Hybrid Work Policy



## Talent attraction and retention

Top talent is no longer confined to geographic regions, and many professionals now prioritize flexibility and work-life alignment.



## Cost efficiency

Maintaining a traditional office comes with significant overhead costs (think real estate, utilities, office supplies, maintenance, etc.); adopting hybrid and remote models drastically reduces expenses.



## Productivity and performance

Remote work can boost employee productivity when managed effectively, reduce commute-related stress, and improve focus.



## Business continuity

Diversifying work arrangements enables businesses to continue despite unforeseen challenges, such as natural disasters, public health emergencies, or economic downturns.



## Business agility

Adopting a flexible approach with short- to mid-term leases in existing office space ensures your business is agile enough to scale up and down as needed.



## Reduced environmental impact

Fewer commuters means less traffic congestion, lower emissions, and a smaller carbon footprint.



## Contribution to DE&I goals

Remote work promotes diversity, equitability, and inclusion by removing geographic and transportation barriers to work.



## Employee wellbeing

Different workplace strategies give employees greater control over their work, schedules, and environments, leading to lower stress, improved mental health, and a better overall quality of life.



“We want to hire and retain the best people in the world. If we limited our talent pool to a commuting radius around our offices, we would be at a significant disadvantage. The best people live everywhere, not concentrated in one area. And by recruiting from a diverse set of communities, we will become a more diverse company.”

**Brian Chesky**  
**CEO & Co-Founder, Airbnb**



# Key Considerations When Charting a New Workplace Strategy

Every individual, team, and business has different needs and priorities. A one-size-fits-all solution doesn't exist, which is why enterprises need to gain clarity about their options and how different strategies will impact their employees. For many businesses, a blend of policies or an innovative solution will be the best approach.

As you explore the workplace strategies in the next section, consider the following guardrails for your organization:

## The nature of the work

Jobs that require ongoing collaboration and face-to-face interactions may benefit from an on-site approach; jobs that are more individual in nature may benefit from fewer on-site requirements.

## Employee preferences

Allowing employees to have some control over their workspace may lead to greater productivity and job satisfaction.

## Technology infrastructure

Reliable internet access, secure virtual communication tools, and accessible digital platforms for collaboration may dictate your workplace strategy.

## Company culture

Consider how different arrangements may impact the sense of community, collaboration, and camaraderie within the organization.

## Compliance and legalities

Review compliance with wage and hour laws, tax regulations, and occupational health and safety standards for remote workers.

## Scalability and flexibility

Consider how different workplace arrangements may impact your ability to expand or contract the workforce as business needs change.


With these considerations in mind, let's dive into some real-world workplace strategies and how leading organizations are making them work.



## 5 Workplace Strategies that are Working (with Proof!)

Going remote or hybrid doesn't mean employees no longer need to come together to build tacit knowledge, social capital, and nurture team effectiveness. It's also essential for wellbeing, as spending time with coworkers can fuel collaboration, support team effectiveness, and combat feelings of isolation.

In short, it's a question that doesn't have just one answer (hence the term hybrid). These workplace strategies show how you can think outside the box to reap the most benefits from your workplace setup.

- 
1. Work from Anywhere
  2. Specific In-Office Days
  3. Minimum Days Per Week
  4. Minimum Percentage of the Week
  5. Full-Time in Office





# 1. Work from Anywhere

**Policy Definition:** Allow employees to choose where they work best. The company may maintain an office space (whether it's a traditional corporate HQ or a dedicated location within a flexible coworking space) that's available for employees to book as and when they need.

Employees can access the full ecosystem of workspaces, including their home, the corporate HQ, a nearby office hub or coworking space, or a casual space such as a cafe, hotel lobby, or airport lounge. They often work asynchronous hours that suit their schedules and preferences, choosing to come together however often they need, wherever works for the team.



# 1. Work from Anywhere: Examples

Airbnb introduced the “Live and Work Anywhere” approach, allowing employees to make individual choices about how and where they work. They can relocate without their compensation changing and the company still plans social events and off-site gatherings for those who want to attend.

This followed the acknowledgment that employees working remotely led to their most productive two years ever. Whilst being mindful that: “Airbnb is in the business of human connection above all else, and we believe the most meaningful connections happen in person.” Therefore: “The right solution should combine the best of the digital world and the best of the physical world.”

Similarly, Atlassian has a “live and work anywhere” approach. Employees can live in any of the 13 countries they have legal entities, working asynchronous schedules while being available for planned real-time meetings. They also prioritize in-person interactions with a team dedicated to coordinating events and connection opportunities.

Coca-Cola doesn’t mandate how many days people have to be in the office, focussing on creating “the right enabling environment” for employees. After noticing people were naturally drawn back to the office, at least in part.

## Adopter stats

Company: Airbnb  
Industry: Software  
Employee Count: 7,000

Company: Atlassian  
Industry: Software  
Employee Count: 11,000

Company: Coca-Cola  
Industry: Food & Beverage  
Employee Count: 82,500

### Pros:

- ✓ Reduces costs. Why waste money on traditional office space that’s only in use 40% of the time? Instead of providing a desk for every employee 24/7, provide access to bookable space and pay for what is used.
- ✓ Creates a more equitable environment by giving all employees the choice and freedom to work from anywhere.
- ✓ Increases access to talent regardless of where they’re located.

### Cons:

- ✗ Time to gather must be coordinated.
- ✗ Newer employees risk being left behind and will need support from managers to ensure they’re getting the experience they need to grow.
- ✗ If the policy is not communicated well, there can be a misunderstanding about how often flexible workspace bookings can be made.



## 2. Specific In-Office Days

**Policy Definition:** Employees are required to work at the corporate HQ or dedicated hub office (such as a flexible office space) on specified days of the week. They're free to choose where they work on the remaining days.

According to SHRM, "Generally speaking, people like other people. They want to come into the workplace at least part of the week, rather than work fully remote from their own homes."

Some tasks are simply done better when teams are together, and collaboration remains an important part of building company culture. But that doesn't mean companies must take an all-or nothing approach.



## 2. Specific In-Office Days: Examples

For example, Comcast has issued a four-day policy, a shift from its previous three-day requirement (Tuesdays, Wednesdays, and Thursdays) for in-office work. The company cites “increasing collaboration and mentorship opportunities” as reasons for the change. However, the enterprise has also shared that it will “continue to allow for flexible working schedules on an individual basis, to take into account specific employee needs around childcare and other personal arrangements.”

Other companies using this hybrid model include:

- Capital One
- Cummins
- DaVita
- Morgan Stanley
- Redfin
- Verizon

### Adopter stats

Company: Comcast  
Industry: Telecomms  
Employee Count: 186,000

Company: Capital One  
Industry: Banking  
Employee Count: 56,000

Company: Verizon  
Industry: Telecomms  
Employee Count: 117,000

#### Pros:

- ✓ Ensures teams can come together with regular cadence, forming new patterns of work
- ✓ Enables a smaller office footprint if attendance is coordinated across teams
- ✓ Supports in-person collaboration

#### Cons:

- ✗ Can be restrictive and not allow for full flexibility around lifestyle commitments
- ✗ Limits location of employees as they will need to be within a commutable distance

This option shows there truly is no one-size-fits-all when it comes to hybrid work. Different companies benefit from different minimums and see a range of feedback from employees.

And companies like Comcast take it a step further by meeting employees where they are by offering individual solutions.



### 3. Minimum Days Per Week

**Policy Definition:** Employees required to attend the corporate office or designated flexible office space a certain number of days per week/month, but are free to choose which days.

While some companies may require workers to show up on specific days, other companies simply want workers on-site for a certain number of days.



### 3. Minimum Days Per Week: Examples

Mastercard requires employees to be in the office at least two days per week, having introduced a callback to the office in phases. They will eventually shift to a mandatory three days per week. The company also offers more flexibility when employees choose to work in the office, encourages meeting-free days, and has invested in better technology to allow for more authentic connections.

Disney deployed a similar approach, announcing that employees must be in the office at least four days per week. Although the policy is intended to foster collaboration and creativity, employees have pushed back, citing commuting and work-life balance difficulties.

Cisco maintains flexibility and choice, allowing individual teams to set guidelines for days they are expected to work onsite together. Some work from the office five days a week; others, two days; and others, whenever they choose.

The company shifted to hot desks and collaboration rooms allowing employees to move between multiple workspaces throughout the day. They also made their office fully connected, to gather data about how the space is used, so they can make better future decisions regarding square footage and resources.

Cisco’s EVP and Chief People, Policy, & Purpose Officer, Francine Katsoudas, said: “There is no one-size-fits-all. To best play to our employees’ strengths, we have to be flexible, adaptable, and open to what works best for each individual and team.”

Other organizations with a minimum days per week policy include:

- Boeing
- General Electric
- General Motors
- HP
- Humana
- Oracle

#### Adopter stats

Company: Mastercard  
Industry: Finance  
Employee Count: 29,900

Company: Disney  
Industry: Entertainment  
Employee Count: 220,000

Company: Cisco  
Industry: Technology  
Employee Count: 83,300

#### Pros:

- ✓ Allows for flexibility of work around lifestyle commitments
- ✓ Enables a smaller office footprint if attendance is coordinated across teams
- ✓ Supports in-person collaboration

#### Cons:

- ✗ More coordination required to ensure teams can come together with regular cadence
- ✗ Restricts location of employees as they will need to be within a commutable distance



## 4. Minimum Percentage of the Week

**Policy Definition:** Employees required to work in-person at a designated corporate or flex office space a minimum number of hours per week. Essentially, this gives workers flexible start and end times so they can decide how much work they need to do on-site.



## 4. Minimum Percentage of the Week: Examples

Genentech acknowledges that not all work needs to be performed in an office. About 4,200 employees out of a total workforce of 13,500 visit the company's campus each week. Certain roles, such as manufacturing or research, require an in-person touch. But for employees doing "heads down" work, like report writing, a visit to the office isn't necessary.

Schaeffler Group has always implemented a "family-oriented HR policy," which allows employees to choose how much time they

spend on-site vs. elsewhere. Flexible working times allow employees to pick up and drop off children at school without worrying they'll be late for work. They can also freely leave their desks at designated times for appointments or other needs.

Other companies that use this hybrid model include:

- Airbus
- BP
- Carrier
- Charles Schwab
- Xerox

### Adopter stats

Company: Genentech  
Industry: Biotechnology  
Employee Count: 13,500

Company: Schaeffler Group  
Industry: Manufacturing  
Employee Count: 83,000

Company: Airbus  
Industry: Aerospace  
Employee Count: 134,000

#### Pros:

- ✓ Allows for flexibility of work around lifestyle commitments
- ✓ Enables a smaller office footprint if attendance is coordinated across teams
- ✓ Supports in-person collaboration

#### Cons:

- ✗ Employee scheduling tools and reporting software needed to coordinate and measure in-office attendance
- ✗ More planning required to ensure teams can come together with regular cadence
- ✗ Restricts location of employees as they will need to be within a commutable distance





## 5. Full-Time in Office

**Policy Definition:** Employees required to work in-person at a permanent office full-time.

Despite having more options for work arrangements than ever, some companies are sticking with an in-office workplace strategy, while making their existing spaces more functional. However, other companies that don't have a formal remote work policy may bend the rules in certain situations.



## 5. Full-Time in Office: Examples

For example, Costco has a strict policy of no scheduled work at home. However, managers may approve certain allowances, such as employees who have a repair person coming to their homes during work hours.

Tesla requires employees to spend a minimum of 40 hours per week in the office, essentially a full work week. Tesla CEO Elon Musk had this to share in an email to employees regarding remote work:

“Everyone at Tesla is required to spend a minimum of 40 hours in the office per week. Moreover, the office must be where your actual colleagues are located, not some remote pseudo-office. If you don't show up, we will assume you have resigned... The more senior you are, the more visible must be your presence. That is why I lived in the factory so

much—so that those on the line could see me working alongside them. If I had not done that, Tesla would long ago have gone bankrupt.”

If we can take any learnings from Tesla's approach it's that their policy is at least clear. Whenever introducing any new workplace policy, clarity over the specifics for each individual (e.g. what tools they can and cannot use, and any budget implications, approval processes, etc.), is imperative.

Other companies that use this traditional model include:

- ExxonMobil
- Goldman Sachs
- JP Morgan Chase
- State Farm Insurance

### Adopter stats

Company: Costco  
Industry: Retail  
Employee Count: 289,000

Company: Tesla  
Industry: Automotive  
Employee Count: 100,000

Company: State Farm Insurance  
Industry: Insurance  
Employee Count: 60,000

#### Pros:

- ✓ Simpler onboarding and more immediate support for junior team members
- ✓ Easier enforcement of security protocols for physical access to equipment and data

#### Cons:

- ✗ Reduced flexibility and work-life balance, especially for employees with a long commute or familial responsibilities
- ✗ Higher costs for both employers (e.g., more office space & amenities) and employees (e.g., transportation & child care).
- ✗ Lower employee satisfaction and potentially more turnover as employees seek more flexibility elsewhere

# Choosing Your Workplace Strategy for Ongoing Success

Clearly, there's no right or wrong answer here. But there can be a better or worse option based on your organization, your culture, your values, and your employees.

To understand the full potential of different workplace strategies, analyze the data of companies that have implemented them. Data insights can help you thrive in the future of work and make informed decisions that benefit everyone.



## LiquidSpace Can Enable Your Hybrid Workplace Dividend

At LiquidSpace, our mission is to help organizations reconceive their workplaces to be more economic, equitable, and conducive to work. Employees deserve the freedom and ability to work from wherever it works for them.

We work with businesses, large and small, to find the right solution for them, whether

that's accessing our global marketplace of on-demand coworking spaces, reserving a dedicated desk or office, or creating a branded regional hub for employees to use as they need. With our hybrid work software, you can easily book flexible office space, manage distributed teams, and gain real-time employee insights. Unlock your hybrid workplace dividends with LiquidSpace.

**Next Steps:** Talk with a hybrid workplace expert at LiquidSpace to explore flexible options that make sense for your business.  
[Get in touch to find out more.](#)

# Terms explained

- **Dedicated Space:** Workspaces booked by the month or longer. Choose a term for your stay, or just renew month-to-month. Reserve a desk for an individual, an office for a team project, or an entire office suite for larger teams.
- **Hub:** A type of flexible office space that gives tenants their own private office within a shared workspace. Dedicated hubs can be rented short or long-term.
- **Employee Stipends:** A fixed amount of money given to employees to cover certain expenses.
- **Environmental Impact:** The effect of a business on the environment.
- **Family-Oriented HR Policy:** A workplace policy designed to support employees with families, such as by offering flexible work arrangements or providing child care or elder care assistance.
- **Flexible Office Space:** A type of office space that is designed to be adaptable to meet the changing needs of businesses. Flexible office space can be rented on a short-term or long-term basis, and it is offered in a variety of formats, such as coworking spaces, meeting room rentals, or virtual offices.
- **Full-Time in Office:** A workplace strategy requiring employees to work at a permanent office full-time.
- **Heads Down Work:** Work that requires focused attention and minimal distractions, such as writing a report or coding a software program. This work is often done best remotely at home or in a coworking or casual space.
- **Hybrid Workplace:** A workplace that combines on-site and remote work arrangements.

# Terms explained

- **Hybrid Workplace Dividend:** The benefits companies and their employees are experiencing when the right hybrid workplace model is adopted. There are two sides to this flywheel:
  - The people dividend: productive, engaged employees boasting improved wellbeing, greater work-life balance, and advocacy for their work.
  - The place dividend: greater agility, cost savings, staff retention, improved sustainability.
- **Hot Desk:** A desk in an office that is not assigned to a specific employee but can be used by anyone on a first-come, first-served basis.
- **Minimum Days per Week:** A hybrid workplace strategy that requires employees to work at a specific office location a certain number of days per week/month, but are free to choose which days.
- **Minimum Percentage of the Week:** A hybrid workplace strategy that requires employees to work at a specific office location a minimum number of hours per week, providing flexible start and end times for on-site work.
- **Social Capital:** The networks of relationships and resources that people have.
- **Specific In-Office Days:** A hybrid workplace strategy that requires employees to work at a specific office location on certain days of the week.
- **Tacit Knowledge:** Knowledge that is not explicitly written down or codified but is gained through experience.
- **Work from Anywhere:** A workplace strategy that allows employees to choose where they work best.
- **Workplace Strategy:** A plan for how employees will work, including where they work, how they collaborate, and how they use technology.



Work from where it works for your organization.

Get in touch to find out how we can support you with your hybrid workplace strategy and unlock your hybrid workplace dividends.

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