

TO: All Staff
FROM: Roger Cronin, CEO
SUBJECT: [Firmwide Email] Changing Our Remote Work Schedules

[This email was sent to all employees]

Unfortunately, it is time the firm transitioned all employees to a hybrid work schedule.

We've made it through the unprecedented times: exceeded, really, in that we've persevered both the 2020 COVID-19 crash and the 2022 stock market decline. That was in large part due to our shift from an in-office work environment to a remote one. For the past four years, all employees have enjoyed flexible hours, a better work-life balance, and increased productivity. However, as the dangers the COVID-19 pandemic once presented have dampened, I think it is time we start transitioning back to in-person work.

Let's get into the meat of it:

- **This is not a full return to the office**
- Line-of-business directors will send schedules mandating employees **work at least two days a week in office**, but can work more if wanted
- Directors and select managers may be required to work more: you were informed of this in an email earlier this week
- **You can request an exemption** using the form linked below
- For hybrid employees, no changes to your schedules must be made

I understand that not all employees are located near an office, especially those hired during our fully remote years. We have an online form [here](#) that employees can fill out to request exemptions to this scheduling change; generally those with a 1 hour commute or greater can be fully remote for most work weeks.

Line-of-business directors and I have come to an agreement that allowing face-to-face meetings will lead to easier communication and increased productivity, especially regarding those with our external clients. Despite this, we know remote work and flexible hours have led to increased productivity and other benefits to our employees; this is why we are requiring only two days a week.

This policy will come into effect December 2nd after the extended Thanksgiving weekend. If you have questions regarding this change, please contact your line-of-business director for further information regarding your schedule.

Roger Cronin, CEO
roger.cronin@email.com