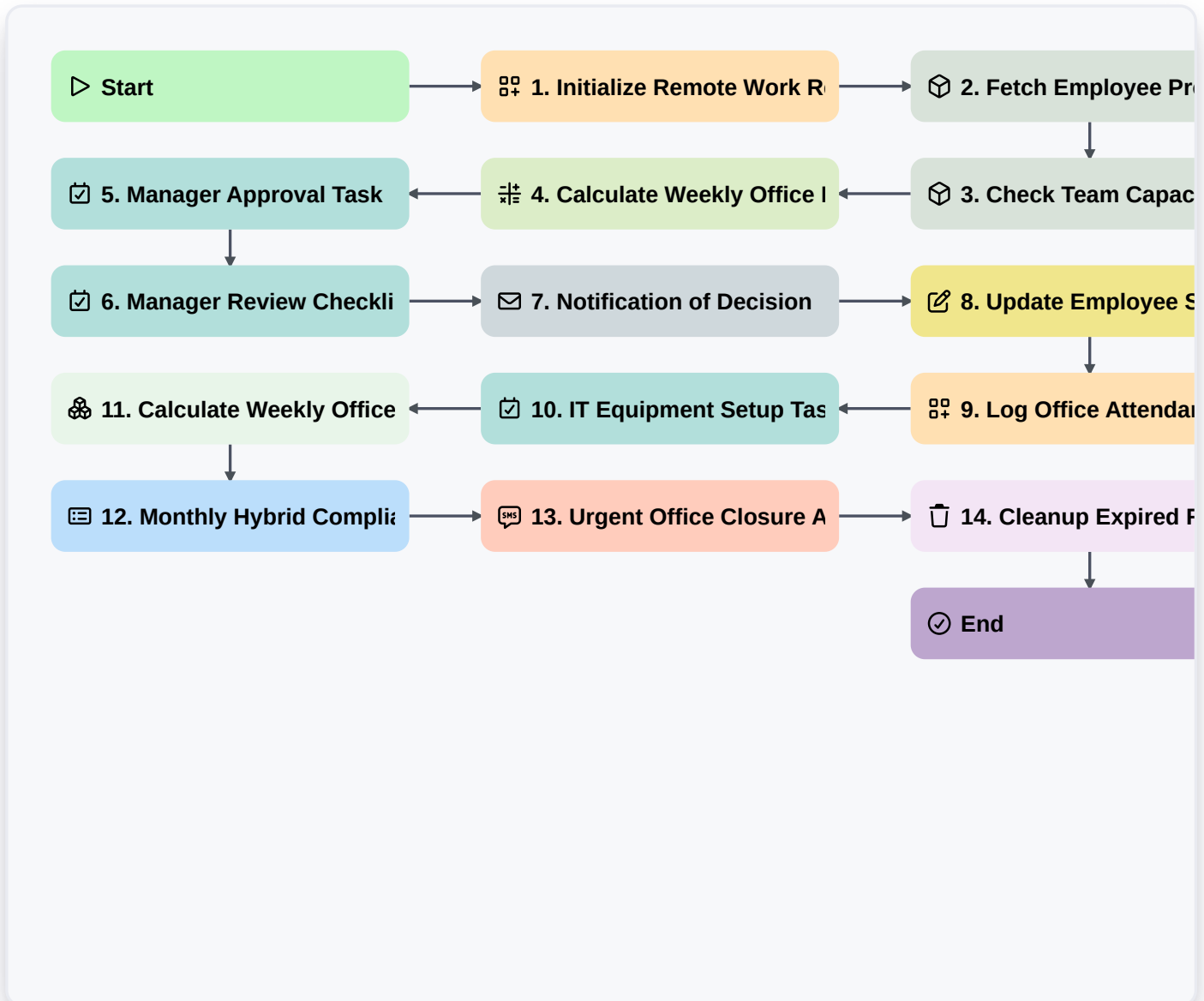


# Remote Work And Hybrid Team Management Process



## ▶ Start

Start of the Workflow/Process.

## 🛠️ 1. Initialize Remote Work Request

Create a new entry in the 'Work Requests' data model when an employee submits a hybrid schedule change.

## 👤 2. Fetch Employee Profile

Retrieve employee details, including role, manager, and home office location, to validate the request.

## 📦 3. Check Team Capacity

Retrieve existing 'Office Attendance' entries for the selected dates to ensure minimum office coverage is met.

## 📅 4. Calculate Weekly Office Days

Calculate the total number of requested in-office days vs. remote days to ensure compliance with company policy.

## ✅ 5. Manager Approval Task

Assign a task to the employee's direct manager to review and approve/deny the hybrid schedule request.



## **6. Manager Review Checklist**

A checklist for the manager to verify: 1. Impact on team coverage, 2. Equipment availability, 3. Meeting schedule alignment.

## **7. Notification of Decision**

Send an automated email to the employee notifying them if their hybrid request was approved or denied.

## **8. Update Employee Schedule**

Update the 'Working Pattern' field in the Employee Data Model with the newly approved hybrid dates.

## **9. Log Office Attendance**

Create a new entry in the 'Attendance Log' for the approved in-office days.

## **10. IT Equipment Setup Task**

Assign a task to the IT Department to ensure the remote workstation/VPN access is functional for the new schedule.

## **11. Calculate Weekly Office Occupancy**

Aggregate all 'Office Attendance' entries to calculate the total percentage of the team present in the office for a given week.

## **12. Monthly Hybrid Compliance Report**

Generate a report summarizing the ratio of remote vs. hybrid work across different departments.

## **13. Urgent Office Closure Alert**

Send an SMS to all hybrid team members in the event of an emergency office closure requiring immediate transition to remote work.

## **14. Cleanup Expired Requests**

Delete old or expired 'Work Requests' from the data model to maintain system performance.

## **End**

End of the Workflow/Process.