



Workplace Flexibility Glossary of Terms

Full-time Remote Work: Employee rarely, if ever, works onsite; may be from any location.

Hoteling Space / Shared Office Space: Reservation-based style of office space management where employees schedule their use of workspaces (including desks, cubicles, equipment, and conference rooms).

Hybrid Work: Consistent mix of working remotely and onsite (e.g., remote work one day a week and onsite four days a week); may be from any approved location.

Occasional Hybrid Work: Situational, where an employee usually works onsite except during emergencies or other specific employer-approved situations; may be from an approved location. A Remote and Hybrid Work agreement is not required for occasional situations in which the employee works at home.

On-Site Essential Employees (Critical on-site operations): Employees who conduct a range of operations and services that are typically essential to continue critical operations of the university. Each unit needs to determine which operations and/or services will be designated as “critical.”

Remote and Hybrid Work: A voluntary workplace alternative where an employee regularly performs some or all assigned job duties at an off-site work location. Remote and hybrid work may be used for a short-term project or a longer-term arrangement.

Remote and Hybrid Work Agreement: A university form document that describes the terms of a specific remote and hybrid work arrangement between the university and an individual employee.

Remote Work: Employee working in an approved location that is not owned or maintained by the University of Illinois.

Working Onsite: Employee working at a location that is owned or maintained by the University of Illinois.