

## Overview

The National Association of Broadcasters (NAB) is committed to providing employees with a supportive and collaborative work environment. Our goal is to maximize in-person collaboration and utilization of the NAB headquarters, while still allowing employees the option to telework if desired.

## Regular Work Schedule

NAB's regular work schedule is Monday through Friday at the NAB headquarters at 1M Street SE. NAB's regular work hours are 9 a.m. to 5 p.m.

NAB expects all employees to be available to come into the office Monday through Friday, 9 a.m. to 5 p.m. if specific work obligations require it and as requested by their manager.

Employees may also be required to work on days or hours other than, or in addition to, those of the regular workdays or hours. Business travel may necessitate travel and/or work on days or hours other than, or in addition to, those of the regular workdays or hours.

## Hybrid Work Schedule Option

Employees are required to maintain NAB's regular work schedule and hours if specific work obligations require it and as requested by their manager. Outside of these requirements, NAB offers a hybrid work schedule option to all employees in good standing who have completed at least 60 days of employment, as follows:

- NAB has designated Monday, Tuesday and Wednesday as in-person workdays for all staff.
- Staff may choose to come into the office or telework on Thursday and/or Friday.
- The hybrid work schedule option will have no impact on an employee's ability to take paid leave (personal, vacation, sick, etc.) and business travel will be accounted for in fulfilling in-person responsibilities.
- A small number of departments are eligible for two in-person workdays due to space limitations. Your department head will inform you if your department is included in this list.

