

Mental Health in a Hybrid Work Environment

01 Working Hours & Communication Boundaries

Employees are not expected to respond to messages outside their agreed working hours. Managers should set clear expectations about availability and model healthy boundaries themselves.

Suggested email signature line: "I may send emails outside standard hours to fit my own schedule, but I don't expect a response outside of 9am-4pm (or your own working hours)."

02 Manager Training & Mental Health-Informed Check-Ins

Managers are trained to recognize signs of stress or disengagement without relying on in-person cues, such as changes in communication tone, missed deadlines, or camera avoidance, and to run one-on-ones that go beyond task updates. The goal is leaders who are well-versed enough in mental health to notice when something's off, start the conversation, and meet employees where they are.

03 Workload Monitoring

Soft caps on hours and patterns such as consistent late-night logins are flagged and followed up with a conversation, rather than left unaddressed. This is a support mechanism, not a surveillance one.

04 Rotating High-Intensity Work

For roles with predictable crunch periods, such as product launches or quarter close, recovery time is built in immediately after, instead of moving straight into the next demand.

05 Wellness & Environment Support

A stipend is available covering both mental health and physical setup: therapy or counseling, fitness classes, meditation app subscriptions, and home office essentials. Because poor physical environments add to mental strain, this includes tools that support movement and focus, such as a walking pad, standing desk converter, proper monitor setup, or noise-canceling headphones.

Framing this as holistic wellness rather than "treatment" also helps reduce stigma around using it.

06 Mental Health Days

Dedicated paid "personal days" are available specifically for wellness, separate from sick leave or vacation time, and usable without justification.

07 Meeting-Free Blocks

Specific afternoons or hours are designated with no video calls, protecting time for focused, uninterrupted deep work and reducing the fatigue of back-to-back meetings.

08 Intentional In-Office Connection

When employees come into the office, time is prioritized for collaboration and connection, including shared lunches, informal seating areas to recharge, and unstructured time together, rather than solo tasks that could be done from home. This reduces isolation, builds belonging and psychological safety, and gives people a support network they can lean on.

09 Anonymous Feedback Channels

Employees can flag mental health concerns or policy gaps without fear of judgment. This feedback is reviewed regularly and used to refine the policy over time.