



Illinois Department of Commerce & Economic Opportunity

Pat Quinn, Governor • Warren Ribley, Director

MEMORANDUM

To: Cindy Dixon, Child Care Coordinator
Department of Central Management Services

From: Bridget Devlin 
Deputy Director, Office of Human Resources

Date: March 1, 2011

Re: Public Act 87-552 – Flextime for Child Care

Attached is the Department of Commerce and Economic Opportunity's report of flexible work requirements to reduce the need for daycare outside of the home, in accordance with Public Act 87-552 and the Illinois Personnel Code. A copy of this report was forwarded to the General Assembly as directed. Any questions regarding this plan may be addressed to my attention at 217.785.1577.

Department of Commerce and Economic Opportunity
Public Act 87-522
Agency plan to reduce the need for daycare outside of the home

Section 1

It is the policy of this agency to allow flexible hours in accordance with Public Act 87-552. The Agency policy states the Personnel Code authorizes this agency to have "flexible hours." A flexible hours position is one that deviates from the normal work schedule of 8:30 a.m. to 5:00 p.m.

Section 2

Person(s) responsible for implementing the Agency's plan:

Warren Ribley, Director
Bridget Devlin, Deputy Director, Office of Human Resources

Section 3

The agency currently has thirteen (13) Flexible Working schedules and (16) Alternate Work schedules available to employees. These schedules deviate from the standard operational hours of 8:30 a.m. to 5:00 p.m. The Flexible Working schedules and Alternate Work schedules provide opportunities for employees with day care needs to select work schedules with early or later arrival times, early or later departure times and extended work days for a four (4) day work week. (See attached for schedules.)

Section 4

The Agency will continue to offer flexible work schedules to employees to accommodate family needs including daycare outside of the home. There is a need for staff presence during normal working hours in order to effectively service both our internal and external clients. However, the agency will give priority consideration to accommodate the employee's family needs as appropriate.

A handwritten signature in black ink, appearing to read "Warren Ribley", with a small superscript "9" above the final flourish.

Warren Ribley
Director



Illinois Department of Commerce & Economic Opportunity

Pat Quinn, Governor • Warren Ribley, Director

FLEXIBLE HOURS OPPORTUNITY SCHEDULE

Employee Name: _____ Supervisor Name: _____
 Date of Request: _____ Timekeeper Name: _____
 Effective Date: _____

I am requesting consideration and approval to participate in the flexible hours work schedule program and have checked the below-listed work hours that would best accommodate my needs. I also understand that this request may be denied because certain program areas and operations, by nature of their responsibilities and personnel services to other agencies, cannot accommodate a flexible hours schedule. I understand that flex-time privileges maybe withdrawn if I abuse the flexible hours work schedule through tardiness, extended lunch hours, early departure, or deterioration of work performance.

Employee Signature _____

(CHECK ONE)

- | | |
|--|--|
| <input type="checkbox"/> A3601 6:30 a.m. - 2:30 p.m. (1/2 hr. lunch) | <input type="checkbox"/> C5008 8:00 a.m. - 4:00 p.m. (1/2 hr. lunch) |
| <input type="checkbox"/> C5022 6:30 a.m. - 3:00 p.m. | <input type="checkbox"/> C5028 8:00 a.m. - 4:30 p.m. |
| <input type="checkbox"/> C5004 7:00 a.m. - 3:00 p.m. (1/2 hr. lunch) | <input type="checkbox"/> C5012 8:30 a.m. - 4:30 p.m. (1/2 hr. lunch) |
| <input type="checkbox"/> C5024 7:00 a.m. - 3:30 p.m. | <input type="checkbox"/> A3508 8:45 a.m. - 4:45 p.m. (1/2 hr. lunch) |
| <input type="checkbox"/> C5006 7:30 a.m. - 3:30 p.m. (1/2 hr. lunch) | <input type="checkbox"/> C5031 8:45 a.m. - 5:15 p.m. |
| <input type="checkbox"/> C5026 7:30 a.m. - 4:00 p.m. | <input type="checkbox"/> C5013 9:00 a.m. - 5:00 p.m. (1/2 hr. lunch) |
| | <input type="checkbox"/> C5014 9:00 a.m. - 5:30 p.m. |

Justification Required: The above-checked flexible hours schedule, would best meet my needs for the following reason(s):

	Approved:	Disapproved:	Signature:	Date:
Supervisor	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Division Manager:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Bureau Manager:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

Reason for Disapproval: (to be completed by Supervisor)

CC: Personnel File _____
 Bureau Manager _____

For HR Use Only

Date Received: _____
Date Posted: _____



Illinois Department of Commerce & Economic Opportunity

Pat Quinn, Governor • Warren Ribley, Director

FOUR-DAY ALTERNATIVE WORK SCHEDULE REQUEST

To be completed by the employee and submitted to the immediate supervisor

Employee Name (print): _____ Bureau/Office: _____

Requested Effective Date: _____

Schedule Code Requested: _____ (Indicate 5-digit code -- i.e. A0011)

Lunch hour requested: _____

Justification required: The above-requested schedule would best meet my needs for the following reason(s):

I am requesting approval to participate in the Alternative Work Schedule (AWS) Program. I have read the AWS Policy and understand that this request may be denied. I understand that the Alternative Work Schedule may be terminated due to late arrivals, extended lunch breaks, early departures, deterioration of work performance or insufficient benefit time. I also understand the schedule can be terminated if management determines an essential operational need to terminate the schedule.

Employee Signature: _____ Date: _____

	Approved	Denied	Signature:	Date:
Supervisor:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Division Manager:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Bureau Manager:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

If denied, please indicate reason:

Upon completion of this form, please forward to Office of Human Resources.

If approved you will be notified and given an effective date.

CHECK ONE:

A0023 Monday: OFF
T, W, Th: 7:00am to 5:00pm
Friday: 7:00am to 4:30pm
All with ½ hour lunch

A0025 M, T, W: 7:00am to 5:00pm
Thursday: 7:00am to 4:30pm
Friday: OFF
All with ½ hour lunch

A0024 Monday OFF
T, W, Th: 7:00am to 5:30pm
Friday: 7:00am to 5:00pm
All with 1.0 hour lunch

A0026 M, T, W: 7:00am to 5:30pm
Thursday: 7:00am to 5:00pm
Friday: OFF
All with 1.0 hour lunch



NINE-DAY ALTERNATIVE WORK SCHEDULE REQUEST

To be completed by the employee and submitted to the immediate supervisor

Employee Name (print): _____ Bureau/Office: _____

Requested Effective Date: _____

Schedule Code Requested: _____ (Indicate 5-digit code -- i.e. A0011)

Lunch hour requested: _____

Justification required: The above-requested schedule would best meet my needs for the following reason(s):

I am requesting approval to participate in the Alternative Work Schedule (AWS) Program. I have read the AWS Policy and understand that this request may be denied. I understand that the Alternative Work Schedule may be terminated due to late arrivals, extended lunch breaks, early departures, deterioration of work performance or insufficient benefit time. I also understand the schedule can be terminated if management determines an essential operational need to terminate the schedule.

Employee Signature: _____ Date: _____

	Approved	Denied	Signature:	Date:
Supervisor:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Division Manager:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Bureau Manager:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

If denied, please indicate reason:

Upon completion of this form, please forward to Office of Human Resources.

If approved you will be notified and given an effective date.

CHECK ONE:

A0011 Week:#1: M, T, W, Th: 7:00am to 4:00pm
Friday: 7:00am to 2:30pm
Week #2: M, T, W, Th: 7:00am to 4:00pm
Friday OFF
All with ½ hour lunch

A0013 Week:#1: M, T, W, Th: 7:30am to 4:30pm
Friday: 7:30am to 3:00pm
Week #2: M, T, W, Th: 7:30am to 4:30pm
Friday OFF
All with ½ hour lunch

A0015 Week:#1: M, T, W, Th: 8:00am to 5:00pm
Friday: 8:00am to 3:30pm
Week #2: M, T, W, Th: 8:00am to 5:00pm
Friday Friday OFF
All with ½ hour lunch

A0017 Week:#1: Monday: 7:00am - 2:30pm
T, W, Th, F: 7:00am to 4:00pm
Week #2: Monday: OFF
T, W, Th, F: 7:00am to 4:00pm
All with ½ hour lunch

A0019 Week:#1: Monday: 7:30am - 3:00pm
T, W, Th, F: 7:30am to 4:30pm
Week #2: Monday: OFF
T, W, Th, F: 7:30am to 4:30pm
All with ½ hour lunch

A0021 Week:#1: Monday: 8:00am - 3:30pm
T, W, Th, F: 8:00am to 5:00pm
Week #2: Monday: OFF
T, W, Th, F: 8:00am to 5:00pm
All with ½ hour lunch

A0012 Week:#1: M, T, W, Th: 7:00am to 4:30pm
Friday: 7:00am to 3:00pm
Week #2: M, T, W, Th: 7:00am to 4:30pm
Friday OFF
All with 1.0 hour lunch

A0014 Week:#1: M, T, W, Th: 7:30am to 5:00pm
Friday: 7:30am to 3:30pm
Week #2: M, T, W, Th: 7:30am to 5:00pm
Friday OFF
All with 1.0 hour lunch

A0016 Week:#1: M, T, W, Th: 8:00am to 5:30pm
Friday: 8:00am to 4:00pm
Week #2: M, T, W, Th: 8:00am to 5:30pm
Friday OFF
All with 1.0 hour lunch

A0018 Week:#1: Monday: 7:00am - 3:00pm
T, W, Th, F: 7:00am to 4:30pm
Week #2: Monday: OFF
T, W, Th, F: 7:00am to 4:30pm
All with 1.0 hour lunch

A0020 Week:#1: Monday: 7:30am - 3:30pm
T, W, Th, F: 7:30am to 5:00pm
Week #2: Monday: OFF
T, W, Th, F: 7:30am to 5:00pm
All with 1.0 hour lunch

A0022 Week:#1: Monday: 8:00am to 4:00pm
T, W, Th, F: 8:00am to 5:30pm
Week #2: Monday: OFF
T, W, Th, F: 8:00am to 5:30pm
All with 1.0 hour lunch

The Honorable Patrick Quinn
Governor, State of Illinois
207 State House
Springfield, IL 62706

The Honorable John J. Cullerton
Senate President
327 State House
Springfield, IL 62706

The Honorable Michael J. Madigan
Speaker of the House
300 State House
Springfield, IL 62706

The Honorable Christine Radogno
Senate Republican Leader
Room 309A State House
Springfield, IL 62706

The Honorable Tom Cross
House Republican Leader
316 State House
Springfield, IL 62702

Ms. Jillayne Rock
Secretary of the Senate
401 State House
Springfield, IL 62706

Mr. Mark Mahoney
Clerk of the House
402 State House
Springfield, IL 62706

Mr. Alan R. Kroner
Executive Director
Legislative Research Unit
222 South College, Suite 301
Springfield, IL 62704

Ms. Anna Craig
Illinois State Library
Document Center
300 S. 2nd Street
Springfield, IL 62701