



JB Pritzker
Governor


Shirley R. Madigan
Chairman

Joshua Davis-Ruperto
Executive Director

MEMORANDUM

DATE: January 15, 2021

TO: Betsy Hendricks
Child Care Administrator
Department of Central Management Services
401 South Spring Street
Stratton Office Building, room 502
Springfield, IL 62706

FROM: Romie Munoz 
Director of Administration
Illinois Arts Council Agency
JRTC/100 West Randolph Street, Suite #10-500
Chicago, IL 60601

SUBJECT: **Child Care Reporting
Public Act 87-552**

In order to comply with the requirements of Public Act 87-552, enclosed is the Illinois Arts Council Agency's FY2021 biennial plan of flexible work requirements.

Enclosure

Cc: Joshua Davis-Ruperto, Executive Director

Illinois Arts Council Agency

Plan of Flexible Work Requirements FY2021

January 12, 2021

Public Act 87-552

SECTION 1

ILLINOIS ARTS COUNCIL AGENCY'S POLICY STATEMENT

The Illinois Arts Council Agency defines Flex Time as an effort to enhance employee morale and productivity by allowing employees to adapt regularly scheduled work hours to accommodate individual needs within the constraints necessary to maintain adequate staffing and ensure satisfactory accomplishment of work responsibilities during public business hours of 8:30 a.m. to 5:00 p.m.

SECTION 2

**PERSONS RESPONSIBLE FOR
IMPLEMENTING
THE AGENCY'S PLAN**

Joshua Davis-Ruperto, Executive Director and Romie Munoz, Director of Administration

SECTION 3


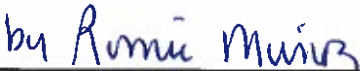

**FLEXIBLE WORK REQUIREMENTS CURRENTLY
UTILIZED BY THE AGENCY**

7:45 a.m. – 4:30 p.m.

SECTION 4

FUTURE FLEX TIME PROGRAMS

The Illinois Arts Council Agency does not plan to implement additional flex time programs at this time. However, since the agency is committed to a maximum use of flex time within the parameters of the agency's flex time policy, every effort will be made to accommodate any additional current employee who chooses to take advantage of flex time.

 by  
Joshua Davis-Ruperto, Executive Director Date

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As required by Section 3.1 of "An Act to revise the law in relation to the General Assembly", copies shall be filed with the following individuals.

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