

Capital Development Board Child Care Flex Time Report

Section 1

As Executive Director of the Capital Development Board, I am committed to providing a workplace that allows employees with childcare responsibilities the flexibility of choosing non-standard work hours.

New employees are informed of Flex Time and 9 Day Schedule Options during onboarding before their first day of work. It is the responsibility of the employee to notify his/her immediate supervisor of the need for a flexible schedule. Additionally, supervisors must ensure that all requests are given equal consideration before a determination is made.

The Capital Development Board's Personnel Staff is available to assist employees and to advise them of any changes to the policy.

Section 2

Tina Dye, CDB's Personnel Administrator (217.782.7222 or tina.l.dye@illinois.gov), and Wanda Trumbo, Human Resource Specialist (217.524.7510 or Wanda.Trumbo@illinois.gov), are responsible for implementing and monitoring the plan.

Section 3

Attached please find the standard flex schedule options. Other schedule requests are considered on individual basis.

Section 4

Flexible work schedules and 9 Day Schedules will continue to be available to Capital Development Board employees.



Jim Underwood, Executive Director

2/26/21
Date

Work Schedule	No. of Work Days	Week 1					Week 2					Lunch		
		Mon.	Tues.	Wed.	Thur.	Friday	Mon.	Tues.	Wed.	Thur.	Friday			
C5024	5 day	7:00am - 3:30pm	7:00am - 3:30pm	7:00am - 3:30pm	7:00am - 3:30pm	7:00am - 3:30pm							1 Hr.	
C5006	5 day	7:30am - 3:00pm	7:30am - 3:00pm	7:30am - 3:00pm	7:30am - 3:00pm	7:30am - 3:00pm							30 Mins.	
C5026	5 day	7:30am - 4:00pm	7:30am - 4:00pm	7:30am - 4:00pm	7:30am - 4:00pm	7:30am - 4:00pm							1 Hr.	
C5027	5 day	7:45am - 4:15pm	7:45am - 4:15pm	7:45am - 4:15pm	7:45am - 4:15pm	7:45am - 4:15pm							1 Hr.	
C5008	5 day	8:00am - 4:00pm	8:00am - 4:00pm	8:00am - 4:00pm	8:00am - 4:00pm	8:00am - 4:00pm							30 Mins.	
C5028	5 day	8:00am - 4:30pm	8:00am - 4:30pm	8:00am - 4:30pm	8:00am - 4:30pm	8:00am - 4:30pm							1 Hr.	
A0034	5 day	8:15am - 4:15pm	8:15am - 4:15pm	8:15am - 4:15pm	8:15am - 4:15pm	8:15am - 4:15pm							30 Mins.	
C5012	5 day	8:30am - 4:30pm	8:30am - 4:30pm	8:30am - 4:30pm	8:30am - 4:30pm	8:30am - 4:30pm							30 Mins.	
C5030	5 day	8:30am - 5:00pm	8:30am - 5:00pm	8:30am - 5:00pm	8:30am - 5:00pm	8:30am - 5:00pm							1 Hr.	
A0013	9 day	7:00am - 4:00pm	7:00am - 4:00pm	7:00am - 4:00pm	7:00am - 4:00pm	7:00am - 2:30pm		7:00am - 4:00pm	7:00am - 4:00pm	7:00am - 4:00pm	7:00am - 4:00pm	7:00am - 4:00pm	SDO	30 Mins.
A0015	9 day	7:00am - 4:30pm	7:00am - 4:30pm	7:00am - 4:30pm	7:00am - 4:30pm	7:00am - 3:00pm		7:00am - 4:00pm	7:00am - 4:00pm	7:00am - 4:00pm	7:00am - 4:00pm	7:00am - 4:00pm	SDO	1 Hr.
A0040	9 day	7:15am - 4:15pm	7:15am - 4:15pm	7:15am - 4:15pm	7:15am - 4:15pm	SDO		7:15am - 4:15pm	7:15am - 4:15pm	7:15am - 4:15pm	7:15am - 4:15pm	7:15am - 4:15pm	7:15am - 2:45pm	30 Mins.
A0019	9 day	7:30am - 4:30pm	7:30am - 4:30pm	7:30am - 4:30pm	7:30am - 4:30pm	7:30am - 3:00pm		7:30am - 4:30pm	7:30am - 4:30pm	7:30am - 4:30pm	7:30am - 4:30pm	7:30am - 4:30pm	SDO	30 Mins.
A0018	9 day	7:30am - 5:00pm	7:30am - 5:00pm	7:30am - 5:00pm	7:30am - 5:00pm	7:30am - 3:00pm		7:30am - 5:00pm	7:30am - 5:00pm	7:30am - 5:00pm	7:30am - 5:00pm	7:30am - 5:00pm	SDO	1 Hr.
A0029	9 day	7:45am - 4:45pm	7:45am - 4:45pm	7:45am - 4:45pm	7:45am - 4:45pm	7:45am - 3:15pm		7:45am - 4:45pm	7:45am - 4:45pm	7:45am - 4:45pm	7:45am - 4:45pm	7:45am - 4:45pm	SDO	30 Mins.
A0024	9 day	8:00am - 5:00pm	8:00am - 5:00pm	8:00am - 5:00pm	8:00am - 5:00pm	8:00am - 3:30pm		8:00am - 5:00pm	8:00am - 5:00pm	8:00am - 5:00pm	8:00am - 5:00pm	8:00am - 5:00pm	SDO	30 Mins.
A0044	9 day	8:00am - 5:00pm	8:00am - 5:00pm	8:00am - 5:00pm	8:00am - 5:00pm	7:45am - 3:15pm		8:00am - 5:00pm	8:00am - 5:00pm	8:00am - 5:00pm	8:00am - 5:00pm	8:00am - 5:00pm	SDO	30 Mins.
A0023	9 day	8:00am - 5:30pm	8:00am - 5:30pm	8:00am - 5:30pm	8:00am - 5:30pm	8:00am - 4:00pm		8:00am - 5:30pm	8:00am - 5:30pm	8:00am - 5:30pm	8:00am - 5:30pm	8:00am - 5:30pm	SDO	1 Hr.
A0012	9 day	8:15am - 5:15pm	8:15am - 5:15pm	8:15am - 5:15pm	8:15am - 5:15pm	8:15am - 3:45pm		8:15am - 5:15pm	8:15am - 5:15pm	8:15am - 5:15pm	8:15am - 5:15pm	8:15am - 5:15pm	SDO	30 Mins.
A0026	9 day	8:30am - 5:30pm	8:30am - 5:30pm	8:30am - 5:30pm	8:30am - 5:30pm	8:30am - 4:00pm		8:30am - 5:30pm	8:30am - 5:30pm	8:30am - 5:30pm	8:30am - 5:30pm	8:30am - 5:30pm	SDO	30 Mins.
A0028	9 day	8:30am - 6:00pm	8:30am - 6:00pm	8:30am - 6:00pm	8:30am - 6:00pm	8:30am - 4:30pm		8:30am - 6:00pm	8:30am - 6:00pm	8:30am - 6:00pm	8:30am - 6:00pm	8:30am - 6:00pm	SDO	1 Hr.
A0014	9 day	SDO	7:00am - 4:00pm	7:00am - 4:00pm	7:00am - 4:00pm	7:00am - 4:00pm		7:00am - 2:30pm	7:00am - 4:00pm	7:00am - 4:00pm	7:00am - 4:00pm	7:00am - 4:00pm	7:00am - 4:00pm	30 Mins.
A0020	9 day	SDO	7:30am - 4:30pm	7:30am - 4:30pm	7:30am - 4:30pm	7:30am - 4:30pm		7:30am - 3:00pm	7:30am - 4:30pm	7:30am - 4:30pm	7:30am - 4:30pm	7:30am - 4:30pm	7:30am - 4:30pm	30 Mins.
A0021	9 day	SDO	8:00am - 5:00pm	8:00am - 5:00pm	8:00am - 5:00pm	8:00am - 5:00pm		8:00am - 3:30pm	8:00am - 5:00pm	8:00am - 5:00pm	8:00am - 5:00pm	8:00am - 5:00pm	8:00am - 5:00pm	30 Mins.
A0022	9 day	SDO	8:00am - 5:30pm	8:00am - 5:30pm	8:00am - 5:30pm	8:00am - 5:30pm		8:00am - 4:00pm	8:00am - 5:30pm	8:00am - 5:30pm	8:00am - 5:30pm	8:00am - 5:30pm	8:00am - 5:30pm	1 Hr.
A0025	9 day	SDO	8:30am - 5:30pm	8:30am - 5:30pm	8:30am - 5:30pm	8:30am - 5:30pm		8:30am - 4:00pm	8:30am - 5:30pm	8:30am - 5:30pm	8:30am - 5:30pm	8:30am - 5:30pm	8:30am - 5:30pm	30 Mins.
A0031	9 day	SDO	7:30am - 5:00pm	7:30am - 5:00pm	7:30am - 5:00pm	7:30am - 5:00pm		7:30am - 3:00pm	7:30am - 5:00pm	7:30am - 5:00pm	7:30am - 5:00pm	7:30am - 5:00pm	7:30am - 5:00pm	1 Hr.
A0045	9 day	SDO	6:30am - 3:30pm	6:30am - 3:30pm	6:30am - 3:30pm	6:30am - 3:30pm		6:30am - 2:00pm	6:30am - 3:30pm	6:30am - 3:30pm	6:30am - 3:30pm	6:30am - 3:30pm	6:30am - 3:30pm	30 Mins.
A0009	10 day	10:15am - 5:00pm, no lunch	7:30am - 5:00pm, 1.0 hr. lunch	8:00am - 3:00pm, no lunch	10:15am - 5:00pm, no lunch	7:30am - 5:00pm, 1.0 hr. lunch		7:30am - 5:00pm, 1.0 hr. lunch	7:30am - 4:45pm, 1.0 hr. lunch	8:00am - 3:00pm, no lunch	10:15am - 5:00pm, no lunch	8:00am - 3:00pm, no lunch	8:00am - 3:00pm, no lunch	various