



JB Pritzker  
*Governor*

Shirley R. Madigan  
*Chairman*

Joshua Davis  
*Executive Director*

## MEMORANDUM

**DATE:** January 28, 2019

**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 2019 biennial plan of flexible work requirements.

Enclosure

Cc: Joshua Davis, Executive Director

Illinois Arts Council Agency

Plan of Flexible Work Requirements FY19

January 28, 2019

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, Executive Director and Romie Munoz, Director of Administration

SECTION 3

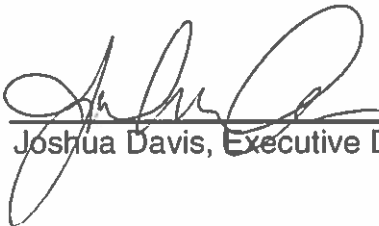
FLEXIBLE WORK REQUIREMENTS CURRENTLY  
UTILIZED BY THE AGENCY

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.



Joshua Davis, Executive Director

1/28/19

Date

Page 2

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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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