



# STATE OF ILLINOIS Human Rights Commission

**JB Pritzker**  
Governor

**Commissioners**

January 25, 2021

**James A. Ferg-Cadima, Chair**

**LeDeidre S. Turner, Vice Chair**

**Barbara R. Barreno-Paschall**

**Robert A. Cantone**

Betsy Hendricks, Child Care Administrator  
Department of Central Management Services  
401 S. Spring Street  
Stratton Office Building Room 502  
Springfield, IL 62706

**Tracey B. Fleming**  
Executive Director

Dear Ms. Hendricks,

In compliance with Public Act 87-552, attached please find the Illinois Human Rights Commission's plan to reduce the need for childcare of employees' children outside the home.

If you have any questions or require additional information, please feel free to contact me at [tracey.fleming@illinois.gov](mailto:tracey.fleming@illinois.gov) or 312.814.6249.

Sincerely,

Tracey B. Fleming  
Executive Director

# ILLINOIS HUMAN RIGHTS COMMISSION

## PUBLIC ACT 87-552

### Section 1

It is the policy of the Human Rights Commission to reduce employee need for day care outside the home, after first considering the operational needs of the Commission and the individual circumstances of the employee requesting a schedule outside of the normal 8:30 a.m. to 5:00 p.m. work schedule.

### Section 2

The Executive Director of the Commission is responsible for implementing the plan.

### Section 3

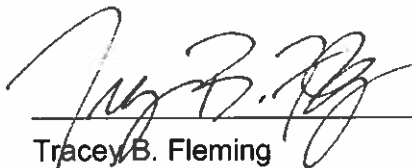
Flexible schedules are granted based upon operational needs of the Commission and the individual circumstances of the employee requesting the schedule. Flexible schedule is defined as one that has beginning and ending times earlier or later than the 8:30 a.m. to 5:00 p.m. schedule, but the employee still works a 7.5 hour day, or where the employee works a compressed work week, putting in 37.5 hours in four days instead of five. A flexible schedule, once approved, is the regular work schedule of the employee, and the employee is expected to adhere to the beginning and ending times, unless otherwise requested and approved by the employee's supervisor. In addition, employees will be granted family responsibility leave, upon request, in accordance with CMS Rules and the Master Agreement with AFSCME.

### Section 4

The Commission will continue utilizing flexible schedules over the next two years to assist employees in reducing their day care needs.

### Section 5

The Commission has no suggestions for new programs at this time.



Tracey B. Fleming  
Executive Director  
Illinois Human Rights Commission

1/25/2021

Date

provide for a means of compliance with this requirement. The Commission's fiscal officer will maintain those records in either paper or electronic format for a period of at least 2 years.

Executive staff and other employees may from time to time be required to work off-site, or in different Commission offices. For example, a Chicago based employee may from time to time work in the Commission's Springfield office. Such employee shall record off-site work time on the attendance sheet at the employee's primary work office on the working day at which he or she returns to the primary work office.

Commission management regularly reviews the time and attendance sheets. Employees who violate time and attendance policies are subject to discipline, including but not limited to termination of employment.

### c. Flexible Schedules

The agency's hours of operation are 8:30 a.m. to 5:00 p.m. The Commission will approve flexible hours for state employees when possible without disrupting the efficiency and effectiveness of the work force, to accommodate the needs of an employee. Specifically, the agency will allow flexible hours to reduce the need for day care outside the home for a child/children of an employee, and to accommodate an employee with unusual transportation difficulties, health care issues for family members, and any unusual needs of an employee. The agency will approve flex hours as long as the requested hours do not require any additional expense on the part of the agency or delay the opening or closing of the office.

An employee who wishes to be placed on a flexible hour work schedule shall submit a request in writing to the Executive Director, indicating the hours requested and the reason for the request. Serious consideration will be given to each employee's request for flexible hour work schedules. Such a request shall be denied if the requested hours are inconsistent with the operating needs of the agency, or if the request does not demonstrate a valid reason to deviate from a normal work schedule.

Approval for the flexible schedule may be withdrawn at any time, with or without cause.

Flexible schedules will be granted for one fiscal year. All requests for flexible schedules will be re-evaluated at the end of the fiscal year. Employees requesting flexible schedules must re-apply at the beginning of the new fiscal year.