



# Illinois Department of Transportation

Office of the Secretary  
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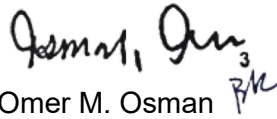
March 1, 2021

MEMORANDUM TO JANELL FORDE, DIRECTOR, DEPARTMENT  
OF CENTRAL MANAGEMENT SERVICES

SUBJECT: Reporting Flexible Work Requirement Plan (Public Act 87-552)

Enclosed is the Flexible Work Requirement Plan as required by Public Act 87-552 for the Illinois Department of Transportation for 2020.

If your staff needs additional information, they may contact Becky Koehler in the Bureau of Personnel Management at 217-782-4665 or via email at [Becky.Koehler@illinois.gov](mailto:Becky.Koehler@illinois.gov).

  
Omer M. Osman  
Acting Secretary

Enclosure

cc: Governor JB Pritzker  
Pia Yoswig, Legislative Research Unit  
Blaine Redemer, Illinois State Library  
President Harmon  
Leader McConchie  
Leader Durkin  
Secretary of State  
House Journal Room  
Betsy Hendricks, CMS Childcare Administrator

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
FLEXIBLE WORK REQUIREMENT PLAN**

JANUARY 2021

Section 1

Policy Statement: The Illinois Department of Transportation will, when possible, accommodate employees' requests for flex-time schedules provided the requests are reasonable and in the best interest of both employee and department.

Employees may work a flexible schedule (a fixed shift other than the official schedule approved for the office) if it is consistent with the requirements of the office.

Section 2

Becky Koehler, Flex Time Coordinator  
Illinois Department of Transportation  
2300 South Dirksen Parkway, Room 116  
Springfield, IL 62764

Section 3

The Illinois Department of Transportation utilizes permanent part-time employees, four-day and nine-day work week schedules. In addition, flexible work schedules are available to accommodate personal needs with the earliest starting time beginning 6:30 a.m. to 3:00 p.m. and the latest starting 10:00 a.m. to 6:30 p.m.

Section 4

The Illinois Department of Transportation will continue using flex-time schedules and part-time employment as reasonably requested. Additional four- and nine-day work week schedules may be approved on an individual basis if the need exists and does not disrupt normal department functions.