



ILLINOIS ENVIRONMENTAL PROTECTION AGENCY

1021 NORTH GRAND AVENUE EAST, P.O. BOX 19276, SPRINGFIELD, ILLINOIS 62794-9276 • (217) 782-3397

JB PRITZKER, GOVERNOR

JOHN J. KIM, DIRECTOR

217/782-0547

February 8, 2021

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

Dear Ms. Hendricks,

In response to compliance with Public Act 87-552, please find IEPA's Flexible Work Program Report.

If you need additional information, please contact Jill Johnson at 217/278-5823.

Thank you,

A handwritten signature in blue ink, appearing to read "John J. Kim".

John J Kim
Director

2125 S. First Street, Champaign, IL 61820 (217) 278-5800
1101 Eastport Plaza Dr., Suite 100, Collinsville, IL 62234 (618) 346-5120
9511 Harrison Street, Des Plaines, IL 60016 (847) 294-4000
595 S. State Street, Elgin, IL 60123 (847) 608-3131

2309 W. Main Street, Suite 116, Marion, IL 62959 (618) 993-7200
412 SW Washington Street, Suite D, Peoria, IL 61602 (309) 671-3022
4302 N. Main Street, Rockford, IL 61103 (815) 987-7760

ILLINOIS ENVIRONMENTAL PROTECTION AGENCY
FLEXIBLE WORK PROGRAM
PUBLIC ACT 87-552

This report is submitted to satisfy the requirements of Public Act 87-552 which require each agency to generate a biennial report which illustrates its plan to reduce employee need for daycare outside the home.

SECTION 1 – Agency Policy Statement

Flex-time – It is the policy of the Agency to implement to the fullest extent practicable the flex-time provisions authorized by the Personnel Code. The Agency recognizes three types of flexible work schedules: flex-time, Four-day work weeks and Nine-day work weeks. Such requests will be approved timely if consistent with the Agency’s operational needs and collective bargaining agreements. Where more employees request flex-time schedules than positions are available, and the employees have similar personal needs, seniority shall prevail.

Family care requests will be given priority consideration for flexible work schedule approval. Part-time and job share arrangements will be considered on a case by case basis and will be approved if they are consistent with the operating needs of the Agency.

SECTION 2 – Contact Person for Flexible Schedule Implementation Information:

Jill Johnson
2125 South First Street
Champaign, IL 61820
217/278-5823

SECTION 3 – Flexible Schedules

Daily Flexible Schedules

<u>Starting Time</u>	<u>Ending Time</u> (1 hour meal period between 11:00 a.m. and 2:00 p.m.)	<u>Ending Time</u> (1/2 hour meal period between 11:00 a.m. and 2:00 p.m.)
7:00 a.m.	3:30 p.m.	3:00 p.m.
7:30 a.m.	4:00 p.m.	3:30 p.m.
8:00 a.m.	4:30 p.m.	4:00 p.m.
8:30 a.m.	-----	4:30 p.m.
9:00 a.m.	5:30 p.m.	5:00 p.m.
9:30 a.m.	6:00 p.m.	5:30 p.m.

Four-Day Work Schedules

<u>Starting Time</u>	<u>Ending Time – 3 days/4th day</u> (1 hour meal period)	<u>Ending Time 3 days/4th day</u> (1/2 hour meal period)
7:00 a.m.	5:30 p.m./5:00 p.m.	5:00 p.m./4:30 p.m.
7:30 a.m.	6:00 p.m./5:30 p.m.	5:30 p.m./5:00 p.m.
8:00 a.m.	6:30 p.m./6:00 p.m.	6:00p.m./5:30 p.m.

Nine-Day Work Schedules

<u>Starting Time</u>	<u>Ending Time 8 days/9th day</u> (1 hour meal period)	<u>Ending Time 8 days/9th day</u> (1/2 hour meal period)
7:00 a.m.	4:30 p.m./3:00 p.m.	4:00 p.m./2:30 p.m.
7:30 a.m.	5:00 p.m./3:30 p.m.	4:30 p.m./3:00 p.m.
8:00 a.m.	5:30 p.m./4:00 p.m.	5:00 p.m./3:30 p.m.
8:30 a.m.	6:00 p.m./4:30 p.m.	5:30 p.m./4:00 p.m.

A four-day work week consists of three consecutive 9.5 hour days followed by one 9.0 hour day for a Monday through Thursday or a Tuesday through Friday work week. A nine-day work week consists of a two-week period (10 work days) made up of 8 full days of work at 8.5 hours a day, one short day of work at 7 hours and one day off for a total of 75 hours worked over the two-week period.

Part-time
Job Sharing

SECTION 4 – Programs to be utilized over the next two years:

Flexible Daily Schedule
Four-Day Work Schedule
Nine-Day Work Schedule
Part-time Positions
Job Sharing



John J. Kim, Director

2/18/21

Date