



JB Pritzker, Governor  
Jean Bohnhoff, Director

One Natural Resources Way, Suite 100, Springfield, Illinois 62702-1271  
Phone: 800-252-8966 • 888-206-1327 (TTY) • Fax: 217-785-4477

To: Central Management Services

From:   
Jean Bohnhoff, Director

RE: Public Act 87-552 Reporting

Date: February 25, 2019

### SECTION I:

The Department on Aging recognizes family responsibility requirements and the desire to meet these demands. The Department supports employees seeking flexible or alternative work schedules to reduce employees' need for childcare and other dependent assistance outside of their homes. Each request is approved by balancing the compelling reasons offered by the employee with the operating needs of the agency. As of December 31, 2018, the agency had a headcount of 157. Almost 60% of all employees were making use of the flex-time options which are available at the Department. The Department had 72 employees on a Flexible Five Day Work Schedule and another 19 employees on a 9-Day Alternative Schedule.

### SECTION II:

The Agency Human Resources Administrator is responsible for implementing this policy, with final approval resting with the Director.

### Section III:

**Flexible Schedules:** The Department on Aging has a variety of shifts with flexible starting and ending times. The variety of shifts provides our employees with the flexibility needed in order to reduce their child care needs. The available flex-time Five Day Work Week schedules are attached.

**Job Sharing:** No employees are involved in job-sharing at the present time.

Respect for yesterday. Support for today. Hope for tomorrow.  
[www.illinois.gov/aging](http://www.illinois.gov/aging)

The Illinois Department on Aging does not discriminate in admission to programs or treatment of employment in programs or activities in compliance with appropriate State and Federal statutes. If you feel you have been discriminated against, call the Senior HelpLine at 1-800-252-8966; 1-888-206-1327 (TTY)

**Alternative Nine Day Work Week:** The Department on Aging implemented this program in May of 1994. It has been very successful and allows flexibility in scheduling to accommodate family needs. The available Alternative Nine Day Work Week schedules are attached.

**Part-Time Employment:** As of December 31, 2018, the Department had 3 employees who were approved to work part-time to lessen child care or other family responsibilities.

#### **SECTION IV:**

The Department on Aging has met the needs of its employees. The Department will continue all efforts in reducing dependent care needs by utilizing the programs presently in place, as well as, continue our search for new programs that will accommodate our employee's needs.

If you have any questions, please do not hesitate to contact Julie Brightwell in the Office of Human Resources at 217-782-4349.

Attachments

Five Day Work Week

FLEX SCHEDULE OPTIONS

Schedule Number	Work Hours	Lunch Period
501	7:00 - 3:30	1 hour lunch
502	7:00 - 3:00	1/2 hour lunch
503	7:15 - 3:45	1 hour lunch
504	7:15 - 3:15	1/2 hour lunch
505	7:30 - 4:00	1 hour lunch
506	7:30 - 3:30	1/2 hour lunch
507	7:45 - 4:15	1 hour lunch
508	7:45 - 3:45	1/2 hour lunch
509	8:00 - 4:30	1 hour lunch
510	8:00 - 4:00	1/2 hour lunch
511	8:15 - 4:45	1 hour lunch
512	8:15 - 4:15	1/2 hour lunch
513	8:30 - 5:00	1 hour lunch
514	8:30 - 4:30	1/2 hour lunch
515	8:45 - 5:15	1 hour lunch
516	8:45 - 4:45	1/2 hour lunch
517	9:00 - 5:30	1 hour lunch
518	9:00 - 5:00	1/2 hour lunch
519	9:15 - 5:45	1 hour lunch
520	9:15 - 5:15	1/2 hour lunch
521	9:30 - 6:00	1 hour lunch
522	9:30 - 5:30	1/2 hour lunch

**Illinois Department on Aging  
Nine Day Work Schedule - Option I**

Attachment A

Schedule #	Start	Stop	Mon.	Tues.	Wed.	Thurs.	Fri.
101 Week 1	7:00	4:30	O	X	X	X	X
Week 2			S	X	X	X	X
102 Week 1	7:00	4:30	S	X	X	X	X
Week 2			O	X	X	X	X
103 Week 1	7:00	4:30	X	O	X	X	X
Week 2			X	S	X	X	X
104 Week 1	7:00	4:30	X	S	X	X	X
Week 2			X	O	X	X	X
105 Week 1	7:00	4:30	X	X	O	X	X
Week 2			X	X	S	X	X
106 Week 1	7:00	4:30	X	X	S	X	X
Week 2			X	X	O	X	X
107 Week 1	7:00	4:30	X	X	X	O	X
Week 2			X	X	X	S	X
108 Week 1	7:00	4:30	X	X	X	S	X
Week 2			X	X	X	O	X
109 Week 1	7:00	4:30	X	X	X	X	S
Week 2			X	X	X	X	O
110 Week 1	7:00	4:30	X	X	X	X	X
Week 2			S	O	X	X	X
111 Week 1	7:00	4:30	X	X	X	X	O
Week 2			X	X	X	X	S
112 Week 1	7:00	4:30	S	O	X	X	X
Week 2			X	X	X	X	X
113 Week 1	7:00	4:30	X	X	X	X	X
Week 2			X	S	O	X	X
114 Week 1	7:00	4:30	X	S	O	X	X
Week 2			X	X	X	X	X
115 Week 1	7:00	4:30	X	X	X	X	X
Week 2			X	X	S	O	X
116 Week 1	7:00	4:30	X	X	S	O	X
Week 2			X	X	X	X	X
117 Week 1	7:00	4:30	X	X	X	S	O
Week 2			X	X	X	X	X
118 Week 1	7:00	4:30	X	X	X	X	X
Week 2			X	X	X	S	O
119 Week 1	7:00	4:30	O	X	X	X	X
Week 2			X	X	X	X	S
120 Week 1	7:00	4:30	X	X	X	X	S
Week 2			O	X	X	X	X

\*Short Day off at 3:00 PM for the above Schedules

**Illinois Department on Aging  
Nine Day Work Schedule - Option II**

Attachment A

Schedule #	Start	Stop	Mon.	Tues.	Wed.	Thurs.	Fri.
201 Week 1	7:30	5:00	O	X	X	X	X
Week 2			S	X	X	X	X
202 Week 1	7:30	5:00	S	X	X	X	X
Week 2			O	X	X	X	X
203 Week 1	7:30	5:00	X	O	X	X	X
Week 2			X	S	X	X	X
204 Week 1	7:30	5:00	X	S	X	X	X
Week 2			X	O	X	X	X
205 Week 1	7:30	5:00	X	X	O	X	X
Week 2			X	X	S	X	X
206 Week 1	7:30	5:00	X	X	S	X	X
Week 2			X	X	O	X	X
207 Week 1	7:30	5:00	X	X	X	O	X
Week 2			X	X	X	S	X
208 Week 1	7:30	5:00	X	X	X	S	X
Week 2			X	X	X	O	X
209 Week 1	7:30	5:00	X	X	X	X	O
Week 2			X	X	X	X	S
210 Week 1	7:30	5:00	X	X	X	X	S
Week 2			X	X	X	X	O
211 Week 1	7:30	5:00	X	X	X	X	X
Week 2			S	O	X	X	X
212 Week 1	7:30	5:00	S	O	X	X	X
Week 2			X	X	X	X	X
213 Week 1	7:30	5:00	X	X	X	X	X
Week 2			X	S	O	X	X
214 Week 1	7:30	5:00	X	S	O	X	X
Week 2			X	X	X	X	X
215 Week 1	7:30	5:00	X	X	X	X	X
Week 2			X	X	S	O	X
216 Week 1	7:30	5:00	X	X	S	O	X
Week 2			X	X	X	X	X
217 Week 1	7:30	5:00	X	X	X	X	X
Week 2			X	X	X	S	O
218 Week 1	7:30	5:00	X	X	X	S	O
Week 2			X	X	X	X	X
219 Week 1	7:30	5:00	O	X	X	X	X
Week 2			X	X	X	X	S
220 Week 1	7:30	5:00	X	X	X	X	S
Week 2			O	X	X	X	X

Short Day off at 3:30 PM for the above Schedules

**Illinois Department on Aging  
 Nine Day Work Schedule - Option III**

Attachment A

Schedule #	Start	Stop	Mon.	Tues.	Wed.	Thurs.	Fri.
301 Week 1	8:00	5:30	O	X	X	X	X
Week 2			S	X	X	X	X
302 Week 1	8:00	5:30	S	X	X	X	X
Week 2			O	X	X	X	X
303 Week 1	8:00	5:30	X	O	X	X	X
Week 2			X	S	X	X	X
304 Week 1	8:00	5:30	X	S	X	X	X
Week 2			X	O	X	X	X
305 Week 1	8:00	5:30	X	X	O	X	X
Week 2			X	X	S	X	X
306 Week 1	8:00	5:30	X	X	S	X	X
Week 2			X	X	O	X	X
307 Week 1	8:00	5:30	X	X	X	O	X
Week 2			X	X	X	S	X
308 Week 1	8:00	5:30	X	X	X	S	X
Week 2			X	X	X	O	X
309 Week 1	8:00	5:30	X	X	X	X	S
Week 2			X	X	X	X	O
310 Week 1	8:00	5:30	X	X	X	X	O
Week 2			X	X	X	X	S
311 Week 1	8:00	5:30	X	X	X	X	X
Week 2			S	O	X	X	X
312 Week 1	8:00	5:30	S	O	X	X	X
Week 2			X	X	X	X	X
313 Week 1	8:00	5:30	X	X	X	X	X
Week 2			X	S	O	X	X
314 Week 1	8:00	5:30	X	S	O	X	X
Week 2			X	X	X	X	X
315 Week 1	8:00	5:30	X	X	X	X	X
Week 2			X	X	S	O	X
316 Week 1	8:00	5:30	X	X	S	O	X
Week 2			X	X	X	X	X
317 Week 1	8:00	5:30	X	X	X	X	X
Week 2			X	X	X	S	O
318 Week 1	8:00	5:30	X	X	X	S	O
Week 2			X	X	X	X	X
319 Week 1	8:00	5:30	O	X	X	X	X
Week 2			X	X	X	X	S
320 Week 1	8:00	5:30	X	X	X	X	S
Week 2			O	X	X	X	X

Short Day off at 4:00 PM for the above Schedules

**Illinois Department on Aging  
Nine Day Work Schedule - Option IV**

Attachment A

Schedule #	Start	Stop	Mon.	Tues.	Wed.	Thurs.	Fri.
401 Week 1	8:30	6:00	O	X	X	X	X
Week 2			S	X	X	X	X
402 Week 1	8:30	6:00	S	X	X	X	X
Week 2			O	X	X	X	X
403 Week 1	8:30	6:00	X	O	X	X	X
Week 2			X	S	X	X	X
404 Week 1	8:30	6:00	X	S	X	X	X
Week 2			X	O	X	X	X
405 Week 1	8:30	6:00	X	X	O	X	X
Week 2			X	X	S	X	X
406 Week 1	8:30	6:00	X	X	S	X	X
Week 2			X	X	O	X	X
407 Week 1	8:30	6:00	X	X	X	O	X
Week 2			X	X	X	S	X
408 Week 1	8:30	6:00	X	X	X	S	X
Week 2			X	X	X	O	X
409 Week 1	8:30	6:00	X	X	X	X	O
Week 2			X	X	X	X	S
410 Week 1	8:30	6:00	X	X	X	X	S
Week 2			X	X	X	X	O
411 Week 1	8:30	6:00	X	X	X	X	X
Week 2			S	O	X	X	X
412 Week 1	8:30	6:00	S	O	X	X	X
Week 2			X	X	X	X	X
413 Week 1	8:30	6:00	X	X	X	X	X
Week 2			X	S	O	X	X
414 Week 1	8:30	6:00	X	S	O	X	X
Week 2			X	X	X	X	X
415 Week 1	8:30	6:00	X	X	X	X	X
Week 2			X	X	S	O	X
416 Week 1	8:30	6:00	X	X	S	O	X
Week 2			X	X	X	X	X
417 Week 1	8:30	6:00	X	X	X	S	O
Week 2			X	X	X	X	X
418 Week 1	8:30	6:00	X	X	X	X	X
Week 2			X	X	X	S	O
419 Week 1	8:30	6:00	O	X	X	X	X
Week 2			X	X	X	X	S
420 Week 1	8:30	6:00	X	X	X	X	S
Week 2			O	X	X	X	X

Short Day off at 4:30 PM for the above Schedules