



# OFFICE OF THE ILLINOIS STATE FIRE MARSHAL

JB Pritzker, Governor  
Matt Perez, State Fire Marshal

## OFFICE OF THE ILLINOIS STATE FIRE MARSHAL POLICY ON FLEX TIME

FEBRUARY 2021

### SECTION 1

The Office of the Illinois State Fire Marshal's (OSFM) policy on Flex Time is to assist employees with children in daycare, as well as, employees with special circumstances. These requests are reviewed by the Agency annually, July 1. The OSFM supports the state law to grant flexible hours to accommodate any employee with special needs. The Agency will work with each employee that submits a request as special circumstances arise. The employee requesting flexible hours must complete a Flexible Hours Work Schedule and submit it to his/her supervisor and no more than two changes per fiscal year may be made. This form must include their requested flexible work schedule and a reason for the request. Each request must be reviewed and approved by the Division Director before submitting it to the Fire Marshal for final approval.

### SECTION 2

Person responsible for Agency Flex Hours Plan:

Jodi Schrage, Special Projects Director  
Office of the Illinois State Fire Marshal  
1035 Stevenson Drive  
Springfield, IL 62703-4259  
217/558-1750

### SECTION 3

Agency's Current Work Schedules:

#### Full Time Schedules

5 – Day Workweek (Start and end time varies)

9 – Day Workweek (10 days made up of 8 full days of work at 8.5 hours per day, one short day of work at 7.0 hours, and one day off for a total of 75 hours worked over the two-week period. Start and end time varies)

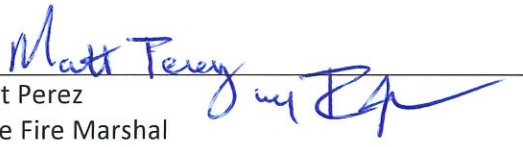
4 – Day Workweek (3 consecutive 9.5-hour days followed by one 9.0-hour day. Start and end time varies)

#### Intermittent Schedule

Work as needed

SECTION 4

Flexible work schedules and compressed workweeks are available with approval by the State Fire Marshal.

  
Matt Perez  
State Fire Marshal