



ABRAHAM LINCOLN PRESIDENTIAL LIBRARY AND MUSEUM

February 1, 2021

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

Ms. Hendricks,

Please find the Abraham Lincoln Presidential Library and Museum's flex time report attached as required by Public Act 87-552.

If you have any questions or need for additional information, please contact Tammy Grant, Director of Human Resources at (217) 785-7940 or Tammy.S.Grant@illinois.gov

Sincerely,

Melissa Coultas, Acting Executive Director
Abraham Lincoln Presidential Library and Museum

Cc: General Assembly

ABRAHAM LINCOLN PRESIDENTIAL LIBRARY AND MUSEUM

Flex Time Report – Public Act 87-552

Section 1. Agency Flex Time Policy Statement

On July 1, 2017, the Abraham Lincoln Presidential Library and Museum became a stand-alone agency separate from the Illinois Historic Preservation Agency (IHPA) and the IHPA was abolished per Executive Order 2017-01. Since July 1, 2017, the Abraham Lincoln Presidential Library and Museum has continued to utilize the IHPA Employee Handbook until a new Abraham Lincoln Presidential Library and Museum Board is appointed and can approve an updated handbook.

It is the policy of the Abraham Lincoln Presidential Library and Museum authorized by Public Act 79-558 and 87-552 to accommodate flex time requests. Agency flex time positions shall be divided as equitably as possible. Where more employees request flex time than positions available, the employee who demonstrates the greatest personal need shall have preference. The scheduling of flex time shall be by mutual agreement between the Agency and the employee with consideration being given to the operating needs of the Agency.

Participation is open to full time certified Agency employees. Exceptions for non-certified employees are considered on an individualized basis.

Employees that wish to participate in the Flexible Hour Program must complete the appropriate request form "ALPLM Flex Hour Request Form." After the form is completed, it should be returned to their supervisor or Section/Division Manager for his/her consideration. Employees are notified in writing regarding the approval or denial of their flex time request. A copy of the approval/denial is sent to the agency's Human Resources Office. Employees may not begin reporting for flex time hours until authorized to do so.

Employees that move from one area/location to another within the Agency are to request approval from their new supervisor for flex time hours. A previous flex time approval does not automatically transfer with the employee to the new work location/area

Employees wishing to terminate their flex time hours and go back to the normal work schedule for their area, must notify their supervisor in writing and the agency's Human Resources Office.

In the event the needs of the agency should change or should evidence indicate that flex time interferes with the work requirements of the agency, the immediate supervisor or Section/Division Manager may terminate the flex time. In this case, the termination would be with good cause and the employee would be notified sufficiently in advance to make accommodations.

Section 2. Responsible Person for Implementation

Tammy Grant, Director of Human Resources
212 N. 6th St.
Springfield, IL 62701
(217) 785-7940

Section 3 Abraham Lincoln Presidential Library and Museum Flexible Work Options

Employee request for flex time are reviewed and approved/denied on a case-by-case basis. Certain program areas and operations by nature of their responsibilities cannot accommodate a flexible hour schedule. The Abraham Lincoln Presidential Library and Museum has many employees that are on a rotated/flex schedule due to positions that are to report for work on weekends and holidays. The Abraham Lincoln Presidential Library and Museum does not currently have any employees on job sharing positions, compressed four-day work weeks or part time employment.

Section 4. Prospective Programs

Abraham Lincoln Presidential Library and Museum will continue to accommodate employee requests for flexible work hours as practical.

Respectfully,



Melissa Coultas, Acting Executive Director
Abraham Lincoln Presidential Library and Museum