

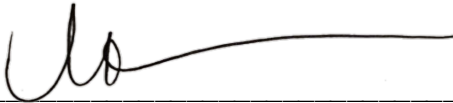
**Illinois Guardianship and Advocacy Commission**  
**Plan to Reduce Day Care Needs for Commission Employees**  
**Public Act 87-552**

The Illinois Guardianship and Advocacy Commission (IGAC) approved the use of flextime in March of 1996. Flextime includes any working arrangement that differs from a conventional 7.5 hour work day over a five day work period.

As of 12/31/20, the percentage of IGAC's 109 employees utilizing flexible work schedules was 92%. That percentage represents 16% (17) utilizing a four-day flextime workweek; 57% (62) utilizing a nine-day flextime work schedule and 19% (21) utilizing a telecommuting agreement. We had no one in a part-time position. These percentages clearly illustrate the Commission's commitment to the day care needs of the employees.

IGAC Policy Manual (Policy 3.309) states the definition of flextime, starting and ending times, the responsibilities of the individuals on flextime and the procedures to follow. Kenya Jenkins, IGAC's General Counsel, ensures that Commission employees are informed of the Policies and Procedures.

The Commission has added telecommuting to its flextime policies as a way of reducing day care needs. The Commission's flextime policies are expected to remain in place in the following years. The Commission will continue to consider innovative programs that may assist our employees with their day care needs. In so doing, we believe we will be building a stronger, more committed work force.



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Mary L. Milano, Director

Illinois Guardianship and Advocacy Commission

02/26/2021

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Date

