



**JB Pritzker, Governor**

**Illinois Department of Human Services**

**Grace B. Hou, Secretary**

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**Illinois Department of Human Services**  
Office of Human Services  
100 South Grand Avenue, East  
Springfield, Illinois 62762

February 25, 2021

Dear House Journal Room:

Enclosed please find the Department of Human Services plan designed to reduce the need for child care of employees' children outside the home. This plan has been completed in compliance with Public Act 87-552.

Please contact Scott Viniard, Human Resources Director, at 217-524-7663 or [Scott.Viniard@illinois.gov](mailto:Scott.Viniard@illinois.gov) if you need additional information.

Sincerely,

Grace B. Hou  
Secretary

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## ILLINOIS DEPARTMENT OF HUMAN SERVICES

### 2021 CHILD CARE FLEX TIME REPORT Pursuant to Public Act 87-552

#### Section 1:

DHS Administrative Directive 01.0102.280 "Flexible Work Schedules" states:

"The Department of Human Services (DHS) is authorized to establish flexible work schedules to accommodate the requests of employees, with the exception of employees in 24-hour operations (direct care, security officer and prevailing rate employees), within the confines of operations needs of DHS. The Department of Human Services will be the sole determinant in granting or denying a flexible work schedule.

The employee's right to a flexible work schedule must be balanced against the work requirements of DHS. Full consideration of the establishment, adjustment, continuation or discontinuation of a flexible work schedule must be given to both elements of the equation. Such determinations must be made on a case-by-case basis in light of the evidence which bears upon the issue. Should the evidence demonstrate a flexible work schedule interferes with the work requirements of DHS, the employee is not entitled to the flexible work schedule despite whatever compelling reasons an employee offers to obtain the benefit. Where the designation of a flexible work schedule position does not conflict with the work requirements or operating needs of DHS, the employee is entitled to workdays of equal length with consecutive working hours that include the core hours of 10:00am until 3:00pm and consistent starting times no earlier than 7:00am and quitting times no later than 6:30pm. The beginning and ending schedule times must coincide with building, office or "system" hours.

#### Section 2:

Employees who wish to apply for a flexible schedule must complete and submit a DHS Flextime Request form to their immediate supervisor. The immediate supervisor should confirm that the requested schedule meets the criteria, recommend approval/denial and forward to the intermediate supervisor.

The intermediate supervisor must, by signature, confirm the operational needs of the office or facility will be met by the new schedule and that other employees in the area will not be required to assume the requesting employee's duties in his/her absence or work overtime. The Flextime Request is then forwarded to the 01-IS Office of Human Resources Bureau of Payroll and Benefits.

The Bureau of Payroll and Benefits is responsible for the implementation and assignment of the effective date of all flextime requests. No schedule may be implemented until approval is received and a start date is established by the Bureau of Payroll and Benefits. Applications approved or denied will be returned to the immediate and intermediate supervisors who will provide copies to the employee and the timekeeper.

#### Section 3:

Where the designation of a flextime work schedule position does not conflict with the work requirements or operating needs of DHS, the employee is entitled to workdays of equal length with consecutive working hours that include the core hours of 10:00am until 3:00pm and consistent starting times and quitting times,

A compressed work schedule (i.e., 4-day or 9-day) is available to AFSCME employees in the Division of Rehabilitation Services field and administrative offices and the Registered Nurses in the Division of Family and Community Services. An open enrollment period is held annually and requests are considered by operating need and in seniority order. Starting times must be at quarter hour intervals and must be consistent. The days worked and starting/ending times must be the same on every repetition of the schedule.

Section 4:

These programs will continue to be offered to DHS employees.

Section 5:

On October 1, 2018, Registered Nurses employed at the Chester Mental Health Center entered into a 12 hour shift pilot program to allow for more flexible working hours. As of January 5, 2019, the RN 12 hour pilot has been expanded to Murray Developmental Center and IDHS to further expand to Alton Mental Health Center early in the Spring for 2019.