

MEMORANDUM

FROM: Timothy B. Blair, Executive Secretary
State Retirement Systems

DATE: February 21, 2019

SUBJECT: Public Act 87-552 Reporting

Enclosed please find the State Employees' Retirement System's Plan for implementation of flexible work schedules to reduce the need for day care of employees' children outside the home to fulfill reporting requirements of Public Act 87-552.

If you have any questions, please contact me at (217) 785-7017.

**STATE RETIREMENT SYSTEMS
POLICY STATEMENT
PUBLIC ACT 87-552 – DAY CARE**

SECTION 1:

As Executive Secretary of the State Retirement Systems, I am committed to providing a workplace that allows employees assigned to the Springfield or Chicago office locations the opportunity of choosing a flexible work schedule or the four-day or nine-day alternative work schedule.

It is the responsibility of each individual employee to notify his/her immediate supervisor of the need for a flexible work schedule or the four-day or nine-day alternative work schedule via the System's request form. Such requests will be reviewed by supervisors and/or managers with consideration given to the operating needs of the System. When all four-day or nine-day alternative work schedule requests within a unit cannot be met, the employee who demonstrates the greatest personal need shall have preference or where needs are similar, seniority shall prevail. In cases where all flextime requests within a unit cannot be met, seniority or continuous service shall prevail.

SECTION 2:


Jessica Blood, Acting Human Resources Specialist, is responsible for implementing and monitoring the plan. Ms. Blood may be contacted at (217) 785-7017.

SECTION 3:

The System provides flexible starting and ending times and the four-day or nine-day alternative work schedule to accommodate, whenever possible, the requests of in-house employees with daycare needs.

SECTION 4:

The System will continue to offer flexible work hours, the four-day or nine-day alternative work schedule and liberal family responsibility and child care leaves for employees.



TIMOTHY B. BLAIR
EXECUTIVE SECRETARY



DATE