

# Department of Central Management Services Childcare Flexible Work Schedule Plan

Public Act 87-552  
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## **Section 1**

It is the policy of the State of Illinois and the Department of Central Management Services to approve flexible hours for State employees, when possible, without disrupting the efficiency and effectiveness of the work force. The aim of this effort is to reduce the need for day care outside the home for a child or children of an employee and/or to consider other needs of an employee.

## **Section 2**

Tricia Pineda, Acting Division Manager of CMS Internal Personnel, is responsible for implementing the Department's plan for flexible schedules.

## **Section 3**

Programs for part-time positions such as a flexible hour position must be specified, including the hours worked. Such a request shall be denied only when the requested hours are incompatible with the operational needs of the bureau and division where the employee works. The Department will approve flex hours only for days of equal length, with a minimum of 30 minutes and a maximum 60 minutes for a lunch period. The requested hours must not incur additional expense on the part of the Department for the opening or delayed closing of an office. Requests for compressed work weeks (including a four-day work week) will be considered to align with the operating needs of the Department.

There are currently 18 main schedules offered to employees, however, in an effort to offer as much flexibility as possible, employees may request alternate schedules for CMS to consider based on operational need. There are currently 834 work schedules in our system that have been approved since the inception of the policy to reflect schedule accommodations CMS has made. Alternative schedules are most often requested to accommodate seasonal work, shift bumping, and 24/7 facility coverage. Of the 834 schedules available in our system, 65 schedules are currently being utilized. CMS has approximately 866 employees, 459 of which operate on a flexible work schedule, six are on a four-day work schedule, 88 are on a core hour work schedule, while another 66 employees work an alternative work schedule. There are currently no part-time employees at the agency.

## **Section 4**

At this time, the Department continues to review and consider requests for flex schedules on a case-by-case basis.



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Janel L. Forde, Acting Director