



ILLINOIS DEPARTMENT OF LABOR

JB PRITZKER
GOVERNOR

MICHAEL D. KLEINIK
DIRECTOR

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SECTION 1

The Illinois Department of Labor is committed to minimizing its workers' need for day care outside of the home and will work cooperatively with the staff to facilitate alternative, flexible scheduling and other options that will meet this goal while, at the same time, assuring that the agency is able to fulfill its mission to the workers and employers of Illinois.

SECTION 2

The Human Resources Director is responsible for implementing the agency plan and providing counseling and guidance to the staff.

SECTION 3

When needed or requested, and depending upon the operational needs and approval of the Department, IDOL may permit the following flexible work schedules:

- Four Day Work Week:** Employee works 37.5 hours in a four-day time period
- Part Time Work:** Number of days and hours of work dependent on mutually agreed schedule to meet day care needs of the employee
- Flex Hour Schedule:** Late or early starting and leaving times dependent on mutually agreed schedule
- Working at Home:** IDOL may allow an employee to work at home when an emergency situation arises and day care cannot be secured or is not an option, if the job duties of the employee allow for such an arrangement while still meeting the operating needs of IDOL
- Sick Leave:** IDOL allows employees to use sick leave for the illness of a child

SECTION 4

IDOL has a limited number of employees with infants or small children and will work to adapt to individual employee needs. We will continue to be responsive to requests for alternative schedules to assist parents in handling their childcare problems in innovative ways to the best of our ability while maintaining our ability to fulfill our operational mission.

Respectfully Submitted

Director Michael D. Kleinik

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