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PLANS TO REDUCE EMPLOYEE NEED FOR DAYCARE OUTSIDE THE HOME

Policy

Healthcare and Family Services implements and maintains plans to reduce employee need for daycare outside the home. The department is a service-oriented agency; therefore, the needs of the employees must be assessed. Flexible work programs are utilized by employees to address daycare needs whenever possible.

Implementation

The Department's plan for reduction of daycare outside the home is the responsibility of Terri J. Shawgo, Administrator of the Division of Personnel and Administrative Services.

Flexible Work Programs

Flexible work Schedule Needs (Flex Time) – Healthcare and Family Services recognizes flexible work schedule needs for employees with daycare concerns that require adjustment of starting and/or quitting times by utilization of flex time and compressed lunch periods. The department had 62% of all employees participating in flexible work plans as of December 31, 2018.

Part-time work Schedule – Part-time work schedules are also an option for employees with daycare needs, although utilization of this program is very low. **Note:** Part-time employees are presently considered full-time headcount for budget purposes even though the employee carries a reduced workload as compared to a full-time employee who carries a full workload. Part-time work schedules, under most circumstances, are permanently assigned and are not to be utilized for short periods of time for the convenience of the employee. Part-time work schedules are approved only when both the employee's and the department's needs are satisfied.

Job Sharing – Shared job schedule is also an option for employees with daycare needs. This program has been utilized by only a few employees over the years in various Healthcare and Family Services' offices.

Maternity/Paternity Leave – Employees who become parents through childbirth or adoption, are given paid time off from work (four weeks for females or males) to bond with and care for the child immediately after the birth or adoption, with provisions for still birth.

Family Responsibility Leave – This type of leave (without pay) is available to permanent full-time employees to provide care, full-time supervision, custody or non-professional treatment for members of their immediate households, including children.

Family Medical Leave Act of 1993 – Provides up to 12 weeks of time off (without pay or with pay if taken with available benefit time) to eligible full-time employees and at a prorated amount to eligible part-time employees for adoption or up to twelve months after childbirth. This time off also has provisions for the care of a child and other qualified family members with certification of a serious health condition from a healthcare provider. This benefit provides eligible employees intermittent and/or continuous time off, not to exceed 450 hours in a 12 month rolling period.

Adoption Leave – This type of leave (without pay) is available to all employees and may be used for up to one year for the adoption of a child.

Child Care Leave – This type of leave (without pay) is available to all employees and may be used for up to six months for the purposes of childcare situations to avoid unusual disturbances in the child's life.

Employee Assistance Program – This program is available to all employees. This program assists employees who face personal problems with their children, in addition to assisting employees and their family members through mental health and substance abuse rehabilitation. Employee's use of the program to address problems has shown that some older children, who required supervision before and after school, can be trusted to be on their own in their own homes. AFSCME bargaining unit members in need of assistance may contact the Personal Support Program at 800-647-8776 (TTY 800-526-0844). Any other employee in need of assistance may contact Magellan Behavioral Health at 866-659-3848.

Sick Leave Bank – Sick Leave Bank use is limited to catastrophic illnesses or injuries to employees, employees' spouses and employees' children. Members may request up to twenty-five days from the Sick Leave Bank each calendar year. Daycare needs are met for employees who need to be with their children during terminal illness or critical injury.

Future of Programs

The existing programs mentioned above will continue with the possibility of some modifications implemented when necessary.

Suggestions for Program Expansion

Healthcare and Family Services provides a significant number of options to employees of the agency. The Department strives to make all employees aware of these options through distribution of the Employee Handbook. This handbook contains pertinent information with regard to each of the available options.

Signed: 
Director

2/13/19
Date