




DMAIL-ZA  
MEMORANDUM FOR SEE DISTRIBUTION

27 February 2019

SUBJECT: State Employees Flexible Hours Plan

1. It is the policy of the Department of Military Affairs to provide, where agency needs allow, opportunities for employees to participate in flexible hours schedules in order to relieve the need for out-of-the-home day care and address unusual needs of employees.
2. I support providing flexible hours schedules as indicated above provided such schedules do not hamper the effectiveness or efficiency of the Department or the Illinois National Guard.
3. Pursuant to Public Act 87-552, attached is the Department's Flexible Hours Plan.

  
RICHARD R. NEELY, Brigadier General, ANG  
The Adjutant General

Attachment

DISTRIBUTION:

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## Department of Military Affairs

### STATE EMPLOYEES FLEXIBLE HOURS PLAN

1.10 **Purpose:** This plan establishes procedures and provides information on the Flexible Hours Plan for all Department of Military Affairs Coded and Military Exempt State positions.

1.20 **Policy:** It is the policy of the State of Illinois and the Department to provide flexible hours for State employees, where such is possible without disrupting the efficiency and effectiveness of the work force, to reduce the need for outside-of-the-home day care of employees' children and to accommodate other unusual needs of employees.

1.30 **Scope:** This plan encompasses all Coded and Military Exempt positions within the Department. It will provide a procedure by which employees may request flexible hours and a method to determine the viability of such requests.

2.10 **Responsibilities of the Adjutant General:** The Adjutant General is the highest level of authority in the Department concerning the overall application of this flexible hours plan.

2.20 **Responsibilities of the Director of State Personnel:** The Director of State Personnel (SPO) shall coordinate all aspects of the administration of the Plan and act on behalf of the Adjutant General as required.

2.30 **Responsibilities of Managers and Supervisors of State Employees:** The responsibilities of managers and supervisors include, but are not limited to, the following:

- a. assure that state employees under their supervision are aware of this plan;
- b. recommend changes to this plan to the SPO;
- c. apprise the SPO of any information necessary to make a determination on the appropriateness of requests for flexible hours; and
- d. forward requests in a timely manner, through the chain of command to the SPO.

2.40 **Responsibilities of Individual Employees:** The responsibilities of individual State employees include, but are not limited to, the following:

- a. familiarizing themselves with the provisions of this plan; and
- b. assuring that application forms contain accurate and current information regarding their requests for flexible hours.

3.10 **General Guidelines:** Flexible hours constitutes starting and quitting times other than normal shifts or hours otherwise outside the normal operational hours of the facility.

3.20 **Requests:** Requests for flexible hours must be submitted through the chain of command to the Director of State Personnel. Request forms are available in the SPO.

3.30 **Determinations:** The Director of State Personnel shall make a determination as to the granting or denial of requests for flexible hours.

a. The SPO will notify supervisors, in writing, as to the granting or denial of flexible hour requests including reasons for denial and set forth the date upon which the request will be implemented if approved.

b. Upon notification from the SPO, supervisors will notify employees, in writing, as to the granting or denial of the flexible hours request. The supervisor will also supply the employee with a copy of the determination issued by the SPO.

c. Employees may appeal the denial of the request to the Adjutant General, or his/her designee, through the SPO within 10 working days of receipt of the denial. The appeal must be in writing and set forth specifics in support of the request.

3.40 **Cancellations:** Cancellation of the flexible hours may be made as follows:

a. Employees may request a cancellation of the approved request at any time. Supervisors shall notify the SPO immediately upon receipt of a request to cancel the flexible hours. The SPO, taking into consideration the employee's request and the operating needs of the agency, will determine the date for return to normal hours of work.

b. Supervisors may withdraw approval of the flexible hours, with approval of the SPO, when operation needs require hours of work other than the approved flexible hours.

4.10 **Current Flex-time Programs:** Employees may also avail themselves of the Compressed Work Schedules program.

DEPARTMENT OF MILITARY AFFAIRS

STATE EMPLOYEE FLEXIBLE HOURS PLAN REQUEST FORM

_____ (Date of Request)	_____ (Print Employee Name)
_____ (Current Hours & Days)	_____ (Requested Hours & Days)
_____ (Requested Effective Date)	<u>1/2 hour</u> <u>1 hour</u> (Circle one)
<b>Reasons:</b> (Be specific and provide details.)	
_____ _____ _____	
(Attached additional sheets if needed.)	
_____ Employee's Signature	

_____ Supervisor's Printed Name & Signature	<b>Recommend Approval / Disapproval</b>
<b>Reasons for recommending disapproval:</b> (Be specific and provide details.)	
_____ _____	
(Attached additional sheets if needed.)	

_____ Next Level Supervisor's Printed Name & Signature	<b>Recommend Approval / Disapproval</b>
<b>Reasons for recommending disapproval:</b> (Be specific and provide details.)	
_____ _____	
(Attached additional sheets if needed.)	

_____ ANTHONY L. BOSTER State Personnel Officer	<b>Approved / Disapproved</b>
<b>Reasons for disapproval:</b>	
_____ _____	
<b>APPEAL RIGHTS:</b> In the case of denial, an appeal to the Adjutant General must be submitted to the SPO within 10 days of receipt of denial. (See Section 3.30 of Plan)	