SECTION I

The Illinois Department of Labor is committed to minimizing its workers needs for day care of their children outside of their homes 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, assure the agency fulfills its mission of service to the workers and employers of Illinois.

SECTION 2

Melissa Lange of the Department of Labor Personnel Office is responsible for implementing the agency plan and providing counseling and guidance to the staff.

SECTION 3

When needed or requested, IDOL currently permits 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 and operating needs of IDOL
Flex-hour schedule: Late or early starting and leaving times
Working at home: IDOL will allow an employee to work at home when emergency situations arise and day care cannot be secured or is not an option

SECTION 4

IDOL has very few employees with infants or small children, so we have been able to adapt our program to individual needs. We will continue to be responsive to requests for alternative schedules to assist parents in handling their child care problems in innovative ways.

Respectfully submitted,

Catherine Shannon, Director