

CHILD CARE FLEX TIME REPORTS
FOR DEPT. OF COMMERCE & ECONOMIC OPPORTUNITY
PUBLIC ACT 87-552

Section 1

DCEO Policy Manual, Chapter 2 – Personnel, Section 2.4, Pages 16-19: See attachment #1

Section 2

DCEO Executive Leadership

Section 3

See attachment #2-4.

Section 4

The attached Flexible Hours exert from the DCEO Policy Manual details what programs will continue to be utilized. Due to the Covid-19 pandemic, developing a full-time or hybrid work from home plan may be considered for certain positions.

Erin B. Guthrie by msc

Erin B. Guthrie
Director
Dept. of Commerce & Economic Opportunity

2.2 Absenteeism/Tardiness/Extended Breaks/Early Departure

Absenteeism

Employees are required to report to work promptly each day in accordance with their assigned work schedule. Hours deviating from the standard schedule of Monday through Friday 8:30 a.m. to 5:00 p.m. are considered flexible hours, and the employee must have the appropriate flexible hours form approved and submitted to the Office of Human Resources to maintain a schedule other than regular operational hours.

All time away from work must be approved by the supervisor or the supervisor's designee per Policy 2.1. Failure to report to work without the proper authorization will cause an employee to incur an unauthorized absence and may result in disciplinary action and/or dockages. Failure to report to work for five (5) consecutive days without notification to the supervisor is cause for discharge.

Tardiness/Extended Breaks/Early Departure

An employee is expected to arrive at the work site at the designated starting time and to leave the work site at the designated quitting time. An employee is also expected to remain at the work site throughout their shift except during authorized rest periods, lunch breaks, or authorized travel.

2.3 Rest/Lunch Periods

A full-time employee of the Department is permitted two (2) fifteen-minute rest periods/breaks during the day; one to be used during the first half of the scheduled work day and one during the second half. A full-time employee is permitted a one-half (1/2) hour or one (1) hour unpaid lunch period to be used at an approximate midway point in the work schedule. Both rest periods/breaks and lunch periods shall be taken to allow for continuous operation of the office during established office hours.

An employee's lunch period shall not be used to adjust arrival or departure time, without the express permission of the employee's supervisor. Tardiness, taking extended rest breaks, and lunch periods, and departing work before the end of the work shift without authorization may be cause for dockages and/or disciplinary action.

The Department will allow nursing mothers a private room and flexibility with respect to scheduling lunch and break periods for the purpose of breast feeding or pumping breast milk whenever possible.

Managers and supervisors are responsible for ensuring that all sections and divisions within their jurisdiction prepare and follow a scheduling process designed to implement this policy.

2.4 Flexible Hours Schedule

It is the policy of the state and the Department to provide flexible hours for state employees in accordance with Public Act 79-558. Flexible hours will be approved to reduce the need for daycare outside of the home and/or to accommodate other unusual needs of an employee without disrupting the efficiency and effectiveness of the work force.

An employee who wishes to be placed on a flexible hours schedule other than regular working hours of 8:30 a.m. to 5:00 p.m. may submit a request for approval. A *Request for Flexible Hours Opportunity Schedule Form* must be completed and submitted to the immediate supervisor for approval. The form must be completed in full, indicating hours requested to work and the justification for flexible hours. Only the hours indicated on the form are approved for flexible hours. Serious consideration will be given to each employee's request for flexible hours. Where more employees request flexible hours than positions available, the employee who demonstrates the greatest personal need shall have preference. For bargaining unit employees who display the same or similar personal need(s), the flexible hours shall be granted based upon seniority.

If the supervisor approves a *Request for Flexible Hours Opportunity Schedule*, it will be forwarded to the bureau manager for approval. If the bureau manager approves the request, it will be forwarded to the Office of Human Resources and to the Department's head timekeeper to become part of the timekeeping records. It is the responsibility of the employee to abide by the flexible hours approved. It is also the responsibility of the supervisor to assure that an employee on flexible hours adheres to the approved schedule and completes work assignments as directed.

If an employee abuses flexible hours through tardiness, early departure, extended lunch hours or breaks, or by failing to meet work standards or requirements, approval for the flexible hours may be withdrawn at the beginning of the next pay period. If an employee no longer needs the flexible hours, please contact the Office of Human Resources to change the schedule back to regular working hours.

2.4.1 Alternate Work Schedule

The Department's Alternate Work (AW) Schedule program accommodates employees' work-life balance needs while providing greater coverage and efficiency of operations for the agency.

As of March 1, 2010, the Department offers AW Schedules for bargaining unit employees. Bargaining unit employees are eligible for the AW Schedule as outlined in the Alternative Work Schedule Memorandum of Understanding (MOU).

As of May 17, 2010, the Department offers AW Schedules for non-bargaining unit employees. An AW Schedule provides alternatives to the traditional work week, and consists of either a Nine (9) Day or Four (4) Day work week schedule.

All full-time employees are eligible for this voluntary program. An employee in probationary status or an employee on leave of absence may request participation upon certification or return from leave.

An employee who has been approved to participate in an AW Schedule is responsible for meeting all job objectives and attending any meetings, sessions, or conferences that their position or duties require. Participation in such a program does not excuse an employee from any responsibility associated with his/her position or duties. It is the employee's responsibility to

comply with all guidelines applicable to this program and to complete all necessary timekeeping forms appropriately and in a timely manner.

To apply for one of the available AW Schedules, employees must complete the *Alternate Work Schedule Form*. The Form must be reviewed based on operational need and signed by the supervisor and deputy director of the office prior to implementation of the schedule. Once the request is approved, it will be forwarded to the Office of Human Resources and to the Department's head timekeeper to become part of the timekeeping record. When more employees request an AW Schedule than there are positions available, the employee who demonstrates the greatest personal need shall have preference. As with a traditional work week, employees on AW Schedules shall receive an unpaid lunch period of either one hour or one-half hour per day.

Breaks/rest periods are different based on the selected schedule. For work days of 7.5 and 8 hours, two (2) fifteen (15) minute breaks/rest periods are allowed on each work day. For work days exceeding 8 hours, two (2) twenty (20) minute breaks/rest periods are allowed. However, breaks cannot be taken to make up time for late arrivals or early departures.

When a holiday occurs on an employee's normally scheduled day off, the employee shall be credited holiday leave of 7.5 hours. On the employee's short day, they are credited holiday leave of 30 minutes. When a holiday occurs on an employee's normally scheduled work day, the employee must account for the remainder of that day's time beyond 7.5 hours by creating a Leave Request in eTime and utilizing accumulated time. Employees may not work the balance of the holiday in lieu of liquidating accrued benefit time; and an employee must have available benefit time on the books to cover any absence or holiday. Personal, vacation, compensatory, equivalent earned, or holiday time may be used. Any dockage may lead to revocation of the AW Schedule.

If an employee must attend a meeting or conference on a designated "off day," the employee must receive approval from their supervisor to switch "off" days. "Switch Days" are only available for work-related reasons and may not be approved in situations which would normally warrant the use of accrued benefit time or the assignment of overtime. Managerial/supervisory staff retains the right to allow or require the employee to alternate Switch Days for business-related purposes.

To withdraw from an AW Schedule, an employee must put their request in writing to the immediate supervisor. The immediate supervisor will review the request and forward it to Office of Human Resources to process. Requests will be honored within 30 days of receipt of the written request. Employees shall remain on the AW Schedule until a date is assigned on which they can return to regular working hours.

AW Schedules are also discontinued when an employee changes units/jobs through promotion, transfer, etc. If the Office agrees, the employee may apply for an AW Schedule following certification or lateral transfer.

AW Schedules may also be discontinued at the discretion of managerial/supervisory staff with a

minimum of two (2) weeks' notice for:

- time abuse problems or being in dock status;
- deterioration of work as a result of being on an AW Schedule or management determination that correcting the employee's work problems justifies returning the employee to a traditional work schedule; and
- operational needs of the agency.

In these cases, the employee is involuntary returned to the traditional five (5) day schedule of Monday-Friday, 8:30 to 5:00.

Any and all exceptions to this policy must be made in writing by the employee, approved by the supervisor and Deputy Director of the office and forwarded to the Deputy Director of the Office of Human Resources for final approval.

2.5 Timekeeping/Benefit Time—Sick/Vacation/Personal

The Department maintains a timekeeping system consistent with the Department of Central Management Services (CMS) Timekeeping System.

Work Time Requirements

Employees shall comply with the work time requirements set forth herein and applicable laws, statutes, administrative rules, and policies.

The timekeeping records should be consistent with the payroll records. Therefore, it is essential all timesheets and records are kept current by each bureau. Employees may only take benefit time which they have earned (except in the case of approved advanced sick time) and which has been recorded.

When employees are absent from work, they are to submit a Leave Request within the eTime system for approval.

All employees are required to submit their Daily Time Report within the eTime system for approval. The report must accurately reflect: (a) time spent on official state business, and (b) authorized leave to the nearest quarter hour. Employees submitting the Daily Time Reports do not have to account for authorized break times, but lunch periods should be accurately recorded. The Daily Time Report must be submitted in a reasonable time to ensure accurate attendance and use of benefit time. Questions concerning the Daily Time Reports should be directed to the Department's Ethics Officer or head timekeeper.

Benefit Time

Sick – Sick leave may be used for employee illness, disability or injury, appointments with doctors and dentists and other related issues. Sick leave may also be used in the event of a serious illness, disability, injury, or death of a member of the employee's immediate family or household. For periods of absence of more than ten consecutive workdays, the employee shall provide verification for such absence, in accordance with the provisions of Section 303.145 of the Personnel Rules.



Illinois
Department of Commerce
& Economic Opportunity

JB Pritzker, Governor

MEMORANDUM

TO: All DCEO Employees

FROM: Office of Human Resources

DATE: May 1, 2007

RE: Flexible Hours Opportunity Schedule

Flextime schedules are available for all department employees. The flextime schedule offers many options to work outside of the operational hours of 8:30 to 5:00. A Flextime Hours Opportunity Schedule form must be submitted when:

- an employee currently working the normal operational shifts wants to change to flextime;
- an employee currently working flextime wants to change to another flextime schedule;
- an employee begins employment with another unit within the agency and wants to maintain their current flextime;
- a new employee with DCEO that wishes to work flex hours.

Flextime requests will be reviewed and approved without disrupting the efficiency and effectiveness of the work force, to reduce the need for day care outside the home for child/children of an employee and/or to accommodate other needs of an employee. Serious consideration will be given to each employee's request for flexible hours work schedules and will be subject to the provisions of the bargaining unit. Where more requests than flex time positions are available, the decision will be made based on the greatest personal need.

The flextime schedule must be filled out completely, including the reason(s) for flextime. Incomplete requests will be returned and cannot be reviewed until complete. All employees will be given a copy of their request upon final approval.

If you have any questions regarding flexible hours schedule please contact your immediate supervisor or the Office of Human Resources.

H:HR:forms:Flex Time Memo



**Illinois
Department of Commerce
& Economic Opportunity**

FLEXIBLE HOURS OPPORTUNITY SCHEDULE

Employee Name: _____ Supervisor Name: _____
 Date of Request: _____ Timekeeper Name: _____
 Effective Date: _____

I am requesting consideration and approval to participate in the flexible hours work schedule program and have checked the below-listed work hours that would best accommodate my needs. I also understand that this request may be denied because certain program areas and operations, by nature of their responsibilities and personnel services to other agencies, cannot accommodate a flexible hours schedule. I understand that flex-time privileges maybe withdrawn if I abuse the flexible hours work schedule through tardiness, extended lunch hours, early departure, or deterioration of work performance.

 Employee Signature

(CHECK ONE)

- | | |
|--|--|
| <input type="checkbox"/> A3601 6:30 a.m. - 2:30 p.m. (½ hr. lunch) | <input type="checkbox"/> A0001 8:15 a.m. - 4:15 p.m. (½ hr. lunch) |
| <input type="checkbox"/> C5022 6:30 a.m. - 3:00 p.m. | <input type="checkbox"/> C5012 8:30 a.m. - 4:30 p.m. (½ hr. lunch) |
| <input type="checkbox"/> C5004 7:00 a.m. - 3:00 p.m. (½ hr. lunch) | <input type="checkbox"/> A3508 8:45 a.m. - 4:45 p.m. (½ hr. lunch) |
| <input type="checkbox"/> C5024 7:00 a.m. - 3:30 p.m. | <input type="checkbox"/> C5031 8:45 a.m. - 5:15 p.m. |
| <input type="checkbox"/> C5006 7:30 a.m. - 3:30 p.m. (½ hr. lunch) | <input type="checkbox"/> C5013 9:00 a.m. - 5:00 p.m. (½ hr. lunch) |
| <input type="checkbox"/> C5026 7:30 a.m. - 4:00 p.m. | <input type="checkbox"/> C5032 9:00 a.m. - 5:30 p.m. |
| <input type="checkbox"/> C5008 8:00 a.m. - 4:00 p.m. (½ hr. lunch) | <input type="checkbox"/> A0028 9:30 a.m. - 5:30 p.m. (½ hr. lunch) |
| <input type="checkbox"/> C5028 8:00 a.m. - 4:30 p.m. | <input type="checkbox"/> A0028 9:30 a.m. - 5:30 p.m. (½ hr. lunch) |
| <input type="checkbox"/> C5030 8:30 a.m. - 5:00 p.m. I am requesting to go back to DCEO's core schedule (no justification required). | |

Justification Required: The above-checked flexible hours schedule, would best meet my needs for the following reason(s):

	Approved:	Disapproved:	Signature:	Date:
Supervisor	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Division Manager:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Bureau Manager:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

Reason for Disapproval: (to be completed by Supervisor)

For HR Use Only: Date Received: _____ Date Posted: _____

**Memorandum of Understanding for
Department of Commerce and Economic Opportunity
And
American Federation of State, County and Municipal Employees**

**Alternate Work Schedule for AFSCME Employees
Nine (9) day and Four (4) day**

The Department of Commerce and Economic Opportunity shall implement an Alternate Work Schedule program for certified AFSCME employees. The parties agree to enter into this program in accordance with the terms of the AFSCME Master Agreement. The parties agree to perform a midterm evaluation of the Alternate Work Schedule program no later than six (6) months after implementation of the program.

Purpose:

An Alternate Work Schedule is a schedule that alters the employee's regular work week. The Alternate Work Schedules shall consist of Nine (9) Day and Four (4) Day work week schedules. It is the intent of this program to benefit the Agency by greater coverage and efficiency of operations, while accommodating employee's needs. The following guidelines for participation are:

1. Participation is voluntary and is open to all working full time AFSCME employees. A certified employee may request an Alternate Work (AW) Schedule. An employee in probationary status or an employee on leave of absence may request participation upon certification or return from leave as applicable.
2. Employees must apply for an AW Schedule by completing the Alternate Work Schedule Form. Employees may choose from one of the AW schedules. The supervisor and Deputy Bureau/ Office Director will review and approve requests for AW schedules based on operational need prior to implementation of the schedule. Requests shall not be unreasonably denied.
3. Where more employees request the opportunity to have an AW schedule than positions available, the employee who demonstrates the greatest personal need shall have preference. Should these employees display the same or similar personal need(s), it shall be granted to the most senior employee.
4. Employees on AW schedules shall receive an unpaid lunch period of either one hour or one-half hour per day. Lunch hours and lunch half hours will be scheduled and are to be taken at the same time every day, at the approximate mid-point of the workday. Two fifteen (15) minute breaks/rest periods are allowed on each work day of 7.5 and 8 hours.

Two twenty (20) minute breaks/rest periods are allowed on days when the scheduled hours of work exceed 8 hours. Breaks cannot be taken to make up time for late arrivals or early departures.

5. Managerial and supervisory staff must be available in person or by telephone at all times employees are required to work so as to assure quality and quantity of work desired by management.
6. When a holiday occurs on an employee's normally scheduled day off or short day, the employee shall be credited the appropriate number of hours of holiday leave of 7.5 hours. When a holiday occurs on an employee's normally scheduled work day, the employee will account for his/ her additional time by using the appropriate increment hours of accumulated time. Personal, vacation, compensatory or holiday time may be used. The employee must complete an official Leave Request form for each occurrence. Employees may not work the balance of the holiday in lieu of liquidating accrued benefit time.
7. An employee must have available benefit time on the books to cover any absence or holiday. Any dockage may lead to revocation of the AW schedule.
8. A switch day occurs when an employee requests in writing to be in work status to attend a meeting or conference on his/ her designated "off day" and an alternate day off is taken within the same work schedule cycle. Switch days shall only be allowed for work related reasons and may not be approved in situations which would normally warrant an employee's use of accrued benefit time or the assignment of overtime. Requests must be approved by the immediate supervisor prior to the date of the switch. Timekeepers must be informed of the switch by the immediate supervisor. Management retains the right to allow or require the employee to alternate switch days for business-related purposes. When this situation occurs, a minimum two (2) day notice is required.
9. An employee who has been approved to participate in an AW Schedule is responsible for meeting all job objectives and attending any meetings, sessions, or conferences that their position or duties require. Participation in such a program does not excuse an employee from any responsibility associated with his/her position or duties.
10. Employee requests to withdraw from an AW Schedule must be in writing to the immediate supervisor. The immediate supervisor will review the request and forward it to Office of Human Resources to process. Requests will be honored within thirty (30) days of receipt of the written request. Employees shall remain on the AW schedule until a date is assigned on which they can return to regular working hours.
11. AW schedules are discontinued when an employee changes units/jobs through promotion, transfer, etc. If the Bureau agrees, the employee may apply for an AW schedule following certification or lateral transfer.

- 12. Involuntary return of an employee from the AW Schedule to the regular five (5) day schedule of 8:30 to 5:00 may take place with a minimum notice of two weeks for: (a) the employee has time abuse problems or is in dock status; (b) the employee's work has deteriorated and such deterioration is a result of being on an AW schedule or management determines that correcting the employee's work problems justifies returning the employee to a regular work schedule; (c) operational needs of the Agency determine the return. Involuntary return to a regular five (5) day work schedule will not be used instead of or in lieu of discipline. However, disciplinary action does not prevent the employer from removing an AW Schedule if the action is warranted. Any abuse of the AW Schedule will result in revocation of the AW schedule and the employee will be returned to regular working hours of 8:30 -5:00.**
- 13. It is the employee's responsibility to comply with all guidelines applicable to this program and to complete all necessary timekeeping forms appropriately and in a timely manner.**
- 14. Any and all exceptions to this policy must be made in writing by the employee, approved by the supervisor and Bureau manager and forwarded to the Managing Director of Human Resources for processing.**



NINE-DAY ALTERNATIVE WORK SCHEDULE REQUEST

Please note, nine-day schedules can only begin and end on Mondays that are the first workday of a pay period

To be completed by the employee and submitted to the immediate supervisor

Employee Name (print): _____ Bureau/Office: _____

Requested Effective Date: _____

Schedule Code Requested: _____ (Indicate 5-digit code -- i.e. A0011)

Lunch hour requested: _____

Justification required: The above-requested schedule would best meet my needs for the following reason(s):

I am requesting approval to participate in the Alternative Work Schedule (AWS) Program. I have read the AWS Policy and understand that this request may be denied. I understand that the Alternative Work Schedule may be terminated due to late arrivals, extended lunch breaks, early departures, deterioration of work performance or insufficient benefit time. I also understand the schedule can be terminated if management determines an essential operational need to terminate the schedule.

Employee Signature: _____ Date: _____

	Approved	Denied	Signature:	Date:
Supervisor:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Division Manager:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Bureau Manager:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

If denied, please indicate reason:

Upon completion of this form, please forward to Office of Human Resources.

If approved, you will be notified and given an effective date.

CHECK ONE:

A0011 Week:#1: M, T, W, Th: 7:00am - 4:00pm
Friday: 7:00am - 2:30pm
Week #2: M, T, W, Th: 7:00am - 4:00pm
Friday OFF
All with ½ hour lunch

A0013 Week:#1: M, T, W, Th: 7:30am - 4:30pm
Friday: 7:30am - 3:00pm
Week #2: M, T, W, Th: 7:30am - 4:30pm
Friday OFF
All with ½ hour lunch

A0015 Week:#1: M, T, W, Th: 8:00am - 5:00pm
Friday: 8:00am - 3:30pm
Week #2: M, T, W, Th: 8:00am - 5:00pm
Friday Friday OFF
All with ½ hour lunch

A0017 Week:#1: Monday: 7:00am - 2:30pm
T, W, Th, F: 7:00am - 4:00pm
Week #2: Monday: OFF
T, W, Th, F: 7:00am - 4:00pm
All with ½ hour lunch

A0019 Week:#1: Monday: 7:30am - 3:00pm
T, W, Th, F: 7:30am - 4:30pm
Week #2: Monday: OFF
T, W, Th, F: 7:30am - 4:30pm
All with ½ hour lunch

A0021 Week:#1: Monday: 8:00am - 3:30pm
T, W, Th, F: 8:00am - 5:00pm
Week #2: Monday: OFF
T, W, Th, F: 8:00am - 5:00pm
All with ½ hour lunch

A0027 Week:#1: M, T, W, Th: 8:30am - 5:30pm
Friday: 8:30am - 4:00pm
Week #2: M, T, W, Th: 8:30am - 5:30pm
Friday: OFF
All with ½ hour lunch

A0012 Week:#1: M, T, W, Th: 7:00am - 4:30pm
Friday: 7:00am - 3:00pm
Week #2: M, T, W, Th: 7:00am - 4:30pm
Friday OFF
All with 1.0 hour lunch

A0014 Week:#1: M, T, W, Th: 7:30am - 5:00pm
Friday 7:30am - 3:30pm
Week #2: M, T, W, Th 7:30am - 5:00pm
Friday OFF
All with 1.0 hour lunch

A0016 Week:#1: M, T, W, Th 8:00am - 5:30pm
Friday 8:00am - 4:00pm
Week #2: M, T, W, Th 8:00am - 5:30pm
Friday OFF
All with 1.0 hour lunch

A0018 Week:#1: Monday: 7:00am - 3:00pm
T, W, Th, F 7:00am - 4:30pm
Week #2: Monday: OFF
T, W, Th, F 7:00am - 4:30pm
All with 1.0 hour lunch

A0020 Week:#1: Monday: 7:30am - 3:30pm
T, W, Th, F 7:30am - 5:00pm
Week #2: Monday: OFF
T, W, Th, F 7:30am - 5:00pm
All with 1.0 hour lunch

A0022 Week:#1: Monday: 8:00am - 4:00pm
T, W, Th, F 8:00am - 5:30pm
Week #2: Monday: OFF
T, W, Th, F 8:00am - 5:30pm
All with 1.0 hour lunch



**Illinois
Department of Commerce
& Economic Opportunity**

JB Pritzker, Governor

FOUR-DAY ALTERNATIVE WORK SCHEDULE REQUEST

To be completed by the employee and submitted to the immediate supervisor

Employee Name (print): _____ Bureau/Office: _____

Requested Effective Date: _____

Schedule Code Requested: _____ (Indicate 5-digit code -- i.e. A0011)

Lunch hour requested: _____

Justification required: The above-requested schedule would best meet my needs for the following reason(s):

I am requesting approval to participate in the Alternative Work Schedule (AWS) Program. I have read the AWS Policy and understand that this request may be denied. I understand that the Alternative Work Schedule may be terminated due to late arrivals, extended lunch breaks, early departures, deterioration of work performance or insufficient benefit time. I also understand the schedule can be terminated if management determines an essential operational need to terminate the schedule.

Employee Signature: _____ Date: _____

	Approved	Denied	Signature:	Date:
Supervisor:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Division Manager:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Bureau Manager:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

If denied, please indicate reason:

Upon completion of this form, please forward to Office of Human Resources.

If approved you will be notified and given an effective date.

CHECK ONE:

A0023 Monday: OFF
T, W, Th: 7:00am to 5:00pm
Friday: 7:00am to 4:30pm
All with ½ hour lunch

A0025 M, T, W: 7:00am to 5:00pm
Thursday: 7:00am to 4:30pm
Friday: OFF
All with ½ hour lunch

A0024 Monday OFF
T, W, Th: 7:00am to 5:30pm
Friday: 7:00am to 5:00pm
All with 1.0 hour lunch

A0026 M, T, W: 7:00am to 5:30pm
Thursday: 7:00am to 5:00pm
Friday: OFF
All with 1.0 hour lunch

Alternate Work Schedule for Non-bargaining Unit Employees

The Department of Commerce and Economic Opportunity offers AW Schedules for non-bargaining unit employees. An AW Schedule provides alternatives to the traditional work week, and consists of either a Nine (9) Day or Four (4) Day work week schedule.

All full-time employees are eligible for this voluntary program. An employee in probationary status or an employee on leave of absence may request participation upon certification or return from leave.

An employee who has been approved to participate in an AW Schedule is responsible for meeting all job objectives and attending any meetings, sessions, or conferences that their position or duties require. Participation in such a program does not excuse an employee from any responsibility associated with his/her position or duties. It is the employee's responsibility to comply with all guidelines applicable to this program and to complete all necessary timekeeping forms appropriately and in a timely manner.

To apply for one of the available AW Schedules, employees must complete the *Alternate Work Schedule Form*. The Form must be reviewed based on operational need and signed by the supervisor and Office Deputy Director prior to implementation of the schedule. Once the request is approved, it will be forwarded to the Office of Human Resources and to the Department's head timekeeper to become part of the timekeeping record. When more employees request an AW Schedule than there are positions available, the employee who demonstrates the greatest personal need shall have preference.

As with a traditional work week, employees on AW Schedules shall receive an unpaid lunch period of either one hour or one-half hour per day.

Breaks/rest periods are different based on the selected schedule. For work days of 7.5 and 8 hours, two (2) fifteen (15) minute breaks/rest periods are allowed on each work day. For work days exceeding 8 hours, two (2) twenty (20) minute breaks/rest periods are allowed. However, breaks cannot be taken to make up time for late arrivals or early departures.

When a holiday occurs on an employee's normally scheduled day off, the employee shall be credited holiday leave of 7.5 hours. On the employee's short day, they are credited holiday leave of 30 minutes.

When a holiday occurs on an employee's normally scheduled work day, the employee must account for the remainder of that day's time beyond 7.5 hours by completing an official *Leave Request Form* and utilizing accumulated time. Employees may not work the balance of the holiday in lieu of liquidating accrued benefit time; and an employee must have available benefit time on the books to cover any absence or holiday. Personal, vacation, compensatory or holiday time may be used. Any dockage may lead to revocation of the AW Schedule.

If an employee must attend a meeting or conference on a designated "off day," s/he must receive approval from their supervisor to switch "off" days. "Switch Days" are only available for work-

related reasons and may not be approved in situations which would normally warrant the use of accrued benefit time or the assignment of overtime. Managerial/supervisory staff retains the right to allow or require the employee to alternate Switch Days for business-related purposes.

To withdraw from an AW Schedule, an employee must put their request in writing to the immediate supervisor. The immediate supervisor will review the request and forward it to Office of Human Resources to process. Requests will be honored within thirty (30) days of receipt of the written request. Employees shall remain on the AW Schedule until a date is assigned on which they can return to regular working hours.

AW Schedules are also discontinued when an employee changes units/jobs through promotion, transfer, etc. If the Office agrees, the employee may apply for an AW Schedule following certification or lateral transfer.

AW Schedules may also be discontinued at the discretion of managerial/supervisory staff with a minimum of two (2) weeks' notice for:

- a) time abuse problems or being in dock status;
- b) deterioration of work as a result of being on an AW Schedule or management determination that correcting the employee's work problems justifies returning the employee to a traditional work schedule; and
- c) operational needs of the agency.

In these cases, the employee is involuntary returned to the traditional five (5) day schedule of Monday-Friday, 8:30 to 5:00.

Any and all exceptions to this policy must be made in writing by the employee, approved by the supervisor and Office Deputy Director and forwarded to the Deputy Director of Human Resources for final approval.



Illinois
Department of Commerce
 & Economic Opportunity
 JB Pritzker, Governor

NINE-DAY ALTERNATIVE WORK SCHEDULE REQUEST

Please note, nine-day schedules can only begin and end on Mondays that are the first workday of a pay period

To be completed by the employee and submitted to the immediate supervisor

Employee Name (print): _____ Bureau/Office: _____

Requested Effective Date: _____

Schedule Code Requested: _____ (Indicate 5-digit code -- i.e. A0011)

Lunch hour requested: _____

Justification required: The above-requested schedule would best meet my needs for the following reason(s):

I am requesting approval to participate in the Alternative Work Schedule (AWS) Program. I have read the AWS Policy and understand that this request may be denied. I understand that the Alternative Work Schedule may be terminated due to late arrivals, extended lunch breaks, early departures, deterioration of work performance or insufficient benefit time. I also understand the schedule can be terminated if management determines an essential operational need to terminate the schedule.

Employee Signature: _____ Date: _____

	Approved	Denied	Signature:	Date:
Supervisor:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Division Manager:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Bureau Manager:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

If denied, please indicate reason:

Upon completion of this form, please forward to Office of Human Resources.

If approved, you will be notified and given an effective date.

CHECK ONE:

A0011 Week:#1: M, T, W, Th: 7:00am - 4:00pm
Friday: 7:00am - 2:30pm
Week #2: M, T, W, Th: 7:00am - 4:00pm
Friday OFF
All with ½ hour lunch

A0013 Week:#1: M, T, W, Th: 7:30am - 4:30pm
Friday: 7:30am - 3:00pm
Week #2: M, T, W, Th: 7:30am - 4:30pm
Friday OFF
All with ½ hour lunch

A0015 Week:#1: M, T, W, Th: 8:00am - 5:00pm
Friday: 8:00am - 3:30pm
Week #2: M, T, W, Th: 8:00am - 5:00pm
Friday Friday OFF
All with ½ hour lunch

A0017 Week:#1: Monday: 7:00am - 2:30pm
T, W, Th, F: 7:00am - 4:00pm
Week #2: Monday: OFF
T, W, Th, F: 7:00am - 4:00pm
All with ½ hour lunch

A0019 Week:#1: Monday: 7:30am - 3:00pm
T, W, Th, F: 7:30am - 4:30pm
Week #2: Monday: OFF
T, W, Th, F: 7:30am - 4:30pm
All with ½ hour lunch

A0021 Week:#1: Monday: 8:00am - 3:30pm
T, W, Th, F: 8:00am - 5:00pm
Week #2: Monday: OFF
T, W, Th, F: 8:00am - 5:00pm
All with ½ hour lunch

A0027 Week:#1: M, T, W, Th: 8:30am - 5:30pm
Friday: 8:30am - 4:00pm
Week #2: M, T, W, Th: 8:30am - 5:30pm
Friday: OFF
All with ½ hour lunch

A0012 Week:#1: M, T, W, Th: 7:00am - 4:30pm
Friday: 7:00am - 3:00pm
Week #2: M, T, W, Th: 7:00am - 4:30pm
Friday OFF
All with 1.0 hour lunch

A0014 Week:#1: M, T, W, Th: 7:30am - 5:00pm
Friday 7:30am - 3:30pm
Week #2: M, T, W, Th 7:30am - 5:00pm
Friday OFF
All with 1.0 hour lunch

A0016 Week:#1: M, T, W, Th 8:00am - 5:30pm
Friday 8:00am - 4:00pm
Week #2: M, T, W, Th 8:00am - 5:30pm
Friday OFF
All with 1.0 hour lunch

A0018 Week:#1: Monday: 7:00am - 3:00pm
T, W, Th, F 7:00am - 4:30pm
Week #2: Monday: OFF
T, W, Th, F 7:00am - 4:30pm
All with 1.0 hour lunch

A0020 Week:#1: Monday: 7:30am - 3:30pm
T, W, Th, F 7:30am - 5:00pm
Week #2: Monday: OFF
T, W, Th, F 7:30am - 5:00pm
All with 1.0 hour lunch

A0022 Week:#1: Monday: 8:00am - 4:00pm
T, W, Th, F 8:00am - 5:30pm
Week #2: Monday: OFF
T, W, Th, F 8:00am - 5:30pm
All with 1.0 hour lunch



Illinois
Department of Commerce
& Economic Opportunity
 JB Pritzker, Governor

FOUR-DAY ALTERNATIVE WORK SCHEDULE REQUEST

To be completed by the employee and submitted to the immediate supervisor

Employee Name (print): _____ Bureau/Office: _____

Requested Effective Date: _____

Schedule Code Requested: _____ (Indicate 5-digit code -- i.e. A0011)

Lunch hour requested: _____

Justification required: The above-requested schedule would best meet my needs for the following reason(s):

I am requesting approval to participate in the Alternative Work Schedule (AWS) Program. I have read the AWS Policy and understand that this request may be denied. I understand that the Alternative Work Schedule may be terminated due to late arrivals, extended lunch breaks, early departures, deterioration of work performance or insufficient benefit time. I also understand the schedule can be terminated if management determines an essential operational need to terminate the schedule.

Employee Signature: _____ Date: _____

	Approved	Denied	Signature:	Date:
Supervisor:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Division Manager:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Bureau Manager:	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

If denied, please indicate reason:

Upon completion of this form, please forward to Office of Human Resources.

If approved you will be notified and given an effective date.

CHECK ONE:

A0023 Monday: OFF
T, W, Th: 7:00am to 5:00pm
Friday: 7:00am to 4:30pm
All with ½ hour lunch

A0025 M, T, W: 7:00am to 5:00pm
Thursday: 7:00am to 4:30pm
Friday: OFF
All with ½ hour lunch

A0024 Monday OFF
T, W, Th: 7:00am to 5:30pm
Friday: 7:00am to 5:00pm
All with 1.0 hour lunch

A0026 M, T, W: 7:00am to 5:30pm
Thursday: 7:00am to 5:00pm
Friday: OFF
All with 1.0 hour lunch