



# STATE & FEDERAL EMPLOYMENT POSTERS




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This document provides an overview of state and federal labor law posters and notifications that outline your rights and responsibilities as an employee. These materials are essential for ensuring compliance with workplace regulations and include information on safety standards, anti-discrimination laws, wage and hour protections, and other employee rights. We encourage you to review these notices carefully and keep this document for your records.







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# DAY AND TEMPORARY LABOR SERVICES ACT

## TEMPORARY WORKER RIGHTS CORRECT WAGES AND PAYMENT NOTICE

You have the right to be paid correctly based on your pay rate and hours worked and in accordance with all applicable wage laws. The Day and Temporary Labor Services Agency must provide you with a detailed statement with the name and contact information for each third-party client where you worked, number of hours worked at each client company's worksite each day, your rate of pay for each hour worked, total pay period earnings, and all deductions.

## SAFETY AND HAZARD TRAINING

On or before your first day working at a client company each year, the Day and Temporary Labor Services Agency must give you general safety training for the client company's worksite. The training will cover all known and existing hazards, including hazards reported to the client company or the Day and Temporary Labor Services Agency by a worker. Training will be provided at no cost to you, and you must be paid for time spent in training.

## RIGHT TO REFUSE ASSIGNMENT DUE TO A LABOR DISPUTE

You have the right to refuse assignment to the client company's worksite or location where there is a strike, lockout, or other labor trouble without being retaliated against by your Day and Temporary Labor Services Agency.

## TRANSPORTATION

If your Day and Temporary Labor Services Agency or client company provides transportation to a worksite or refers you to a particular person, company, or carpool that provides transportation to a worksite, you cannot be charged for that transportation.

## COMPLAINTS

To file a complaint or report a violation with the Department of Labor, visit [labor.illinois.gov](http://labor.illinois.gov) or call toll-free at

**1-877-314-7052**

## DAY AND TEMPORARY LABOR AGENCIES' RESPONSIBILITIES

### REQUIRED NOTICE

Each Day and Temporary Labor Services Agency shall post this notice in an area easily accessible to all workers at each work location or branch office.

### WAGE PAYMENT AND NOTICE TO THE WORKER

A Day and Temporary Labor Services Agency shall provide, on a paycheck stub, a detailed statement with the following:

- contact information about each client company where the laborer worked
- number of hours worked at each client company's worksite each day
- rate of pay for each hour worked
- total pay period earnings
- all deductions

The Day and Temporary Labor Services Agency shall also provide each worker an annual earnings summary within a reasonable time after the preceding calendar year. Temporary workers have the right to request that their Day and Temporary Labor Services Agency issue weekly, bi-weekly, or semi-monthly checks.

## TRANSPORTATION

Day and Temporary Labor Services Agencies are responsible for the conduct of drivers providing transportation for workers unless an exception applies in the Act.

## REGISTRATION

Day and Temporary Labor Services Agencies must register with the Illinois Department of Labor. Registration information is available online at [labor.illinois.gov/idtha](http://labor.illinois.gov/idtha)

## PLACEMENT FEES

Conversion or Placement fees cannot be charged by an agency after a laborer has performed work for 60 days at a third-party client.







State of Illinois  
Department of Labor

# Employee Classification Act

(820 ILCS 185/1-999)

## NOTICE TO INDIVIDUALS PERFORMING SERVICES FOR CONSTRUCTION CONTRACTORS

**REQUIRED POSTING** – Contractors that have one or more individuals **not** classified as employees must post this notice in a conspicuous place on each jobsite and in their offices.

### EMPLOYEE CLASSIFICATION ACT (820 ILCS 185/1-999)

The Employee Classification Act establishes criteria to determine if an individual performing services for a construction contractor is an employee of the contractor or is an independent contractor. Individuals performing services for contractors are presumed to be employees of the contractor unless they meet criteria specified in Section 10 of the law. The Act seeks to ensure that workers in the construction industry are offered protections under numerous labor laws, including minimum wage, overtime, workers' compensation and unemployment insurance and are not misclassified as independent contractors in order to avoid tax and labor law obligations.

Any aggrieved individual or interested party has the right to file a complaint with the Department of Labor or file a private lawsuit seeking remedies for misclassification violations, including collection of any wages, employment benefits or other compensation denied or lost, monetary damages, attorney's fees and court costs. Contractors determined to be in violation of the Act are subject to civil and criminal penalties.

It is a violation of the Act to discharge an individual for exercising any rights, including making a complaint or testifying in an investigation under the Act, subject to additional damages, attorney's fees and costs.

**For more information or to file a complaint, contact:**

## AVISO A PERSONAS QUE TRABAJAN PARCONTRATISTAS EN EL AREA DE LA CONSTRUCCION

**FIJACION OBLIGATORIA** – Contratistas que disponen de uno o más individuos que **no** son catalogados como "empleados" deben de fijar este aviso en un lugar conspicuo en cada sitio de trabajo y en sus oficinas.

### LA LEY DE CODIFICACION PARA EL EMPLEADO (820 ILCS 185/1-999)

La Ley de Codificación Para el Empleado decreta normas para determinar si una persona que trabaja para contratistas en el área de la construcción es un "empleado" del contratista ó si es un "contratista independiente." Las personas que trabajan para contratistas son presuntamente empleados, a menos que ellos cumplan ciertos criterios establecidos en la Sección 10 de esta ley. La ley intenta asegurar que trabajadores en la industria de la construcción sean protegidos bajo varias leyes de trabajo (incluyendo la de salario mínimo, horas extras, protección laboral y seguro de desempleo) y que no sean clasificados erróneamente como "contratistas independientes" para que el contratista pueda evitar sus obligaciones en relación a impuestos y las leyes de trabajo.

Cualquier persona perjudicada, ó que tenga un interés directo, tiene el derecho de presentar un reclamo con el Departamento de Trabajo, ó puede presentar una demanda privada demandando remedios por infracciones al ser clasificados erróneamente (incluyendo recopilación de salario, beneficios por ser empleado ó cualquier otra compensación que le fue negada ó perdida, así como también pérdidas monetarias y costos de abogado y de la corte). Contratistas a quienes se les haya determinado que han violado la ley son sujetos a sanciones civiles y criminales.

Es una infracción despedir a un trabajador por ejercer sus derechos bajo esta ley (incluyendo el poner un reclamo ó por dar testimonio en una investigación bajo esta ley) y puede ser sujeto a daños adicionales, costos de abogado y de la corte. **Para más información ó para presentar un reclamo, comuníquese al:**

## ZAWIADOMIENIE DLA OSÓB WYKONUJĄCYCH PRACĘ NA ZLECZENIE DLA FIRM BUDOWLANO-KONTRAKTORSKICH

**WYMAGA SIĘ WYWIESIĆ W MIEJSCU PRACY** – Właściciele firm budowlanych, zatrudniające osoby oficjalnie **nie** będące pracownikami firmy, muszą umieścić to ogłoszenie w widocznym miejscu na każdym placu budowy i w swoich biurach.

### USTAWA DOTYCZĄCA KLASYFIKACJI PRACOWNIKÓW (820 ILCS 185/1-999)

Ustawa dotycząca klasyfikacji pracowników ustala kryteria czy osoba wykonująca pracę na zlecenie dla firmy budowlano-kontraktorskiej jest pracownikiem firmy zlecającej usługi czy też jest pracownikiem niezależnym.

Osoby wykonujące usługi na zlecenie dla właścicieli firm budowlanych są uznawane za pracowników firm dla których wykonują zlecenie; wyjątek stanowi spełnienie kryteriów zawartych w Paragrafie 10 Kodeksu Pracy. Ustawa ma na celu chronić prawa osób zatrudnionych w przemyśle budowlanym zagwarantowanych przez prawo pracy, włączając prawo do minimalnej stawki, nadgodzin, odszkodowań pracowniczych i ubezpieczeń na bezrobocie i że nie zostaną błędnie sklasyfikowani jako niezależni wykonawcy w celu uniknięcia zobowiązań podatkowych i zobowiązań dotyczących prawa pracowników.

Każda osoba, której prawa zostały naruszone, oraz osoby postronne mogą złożyć skargę w Departamencie Pracy lub też dochodzić swoich praw drogą sądową o zadośćuczynienie za naruszenia błędnej klasyfikacji, w tym o pobranie wynagrodzenia, świadczeń pracowniczych lub innych odmówionych lub utraconych odszkodowań, odszkodowań pieniężnych, honorariów adwokackich i kosztów sądowych. Wykonawcy uznani za naruszających ustawę podlegają sankcjom cywilnym i karnym.

Naruszeniem ustawy jest zwolnienie pracownika który domaga się swoich praw, w tym składania skarg lub składania zeznań w dochodzeniu na podstawie ustawy, z zastrzeżeniem dodatkowych odszkodowań, honorariów adwokackich i kosztów.

**Aby złożyć skargę lub uzyskać więcej informacji skontaktuj się z:**

## Springfield Office

524 South 2nd St., Suite 400  
Springfield, Illinois 62701  
(217) 782-6206  
Fax: (217) 782-0596

## Chicago Office

160 N. LaSalle St., 13th Floor  
Chicago, Illinois 60601  
(312) 793-2800  
Fax: (312) 793-5257

## Marion Office

2309 W. Main St., Suite 115  
Marion, Illinois 62959  
(618) 993-7090  
Fax: (618) 993-7258



**[www.Labor.Illinois.gov](http://www.Labor.Illinois.gov)**  
**[DOL.Questions@Illinois.gov](mailto:DOL.Questions@Illinois.gov)**





State of Illinois  
Department of Labor



# Job Safety and Health

## IT'S THE LAW!

### Required Posting for State and Local Government Employers

#### EMPLOYEES:

- **You** have the right to a safe workplace.
- **You** have the right to raise a safety or health concern with your employer or confidentially with IL-OSHA.
- **You** have the right to request an IL-OSHA inspection if you believe there are unsafe or unhealthy conditions.
- **You** have the right to participate in an IL-OSHA inspection and speak privately to the inspector.
- **You** have the right to see IL-OSHA citations issued to your employer.
- **You** must comply with all standards under the Illinois Occupational Safety and Health Act that applies to your own actions and conduct on the job.
- **You** can file a complaint with IL-OSHA within 30 days if you have been retaliated against for exercising your rights under the Act.
- **You** have the right to copies of your medical records and records of your exposures to toxic and harmful substances or conditions.

#### EMPLOYERS:

- Must furnish employees a workplace free from recognized hazards.
- Must comply with all applicable standards under the Illinois Occupational Safety and Health Act.
- Must prominently display this poster in the workplace as well as all notices and all official correspondence received by IL-OSHA.
- Must post any citations issued by IL-OSHA at or near the place of the alleged violation(s).
- Must correct workplace hazards by the date indicated on the citation and must certify that the hazards have been abated.
- Must maintain records of work-related injuries and illnesses. Employers must post the previous year annual summary (OSHA 300A) from February 1 until April 30.
- **NOTIFICATION REQUIREMENT:** Employers must orally report any work-related fatalities within 8 hours, and any inpatient hospitalization, amputation, or loss of an eye within 24 hours by calling 217-782-7860. This is a 24/7 hotline.

The Illinois Occupational Safety and Health Act [820 ILCS 219] provides job safety and health protection for employees of state and local government agencies. The Illinois State Plan is a developmental plan partially funded by a federal grant. Any concerns regarding the administration of the Illinois State Plan can be forwarded to the OSHA Region V Office: Federal Building, 230 South Dearborn Street, Room 3244, Chicago, IL 60604. Phone: 312-353-2220.



[labor.illinois.gov](http://labor.illinois.gov)

160 N. LaSalle Street, C-1300  
Chicago, IL 60601  
(312) 793-7308  
Fax: (312) 793-2081



[OSHA.illinois.gov](http://OSHA.illinois.gov)

524 S. 2nd Street, Suite 400  
Springfield, IL 62701  
(217) 782-9386  
[dol.safety@illinois.gov](mailto:dol.safety@illinois.gov)

Free Safety & Health Consultation Services



[worksafe.illinois.gov](http://worksafe.illinois.gov)

524 S. 2nd Street, Suite 400  
Springfield, IL 62701  
1-800-972-4216  
[dol.consultation@illinois.gov](mailto:dol.consultation@illinois.gov)

The 23(g) State and Local Government Plan is funded by a federal grant which constitutes fifty percent of the overall budget. Fifty percent is financed by State funds.





# Victims' Economic Security and Safety Act (VESSA)

## REQUIRED NOTICE FOR EMPLOYERS

**VESSA** provides employees who are victims of domestic violence, sexual violence, gender violence, or any other crime of violence, and employees who have a family or household member who is a victim of such violence, with unpaid, job-guaranteed leave; reasonable accommodations; and protections from discrimination and retaliation.

This time may be used if the employee or the employee's family or household member is:

- Experiencing an incident of domestic violence, sexual violence, gender violence, or any other crime of violence
- Recovering from the violence;
- Seeking or receiving medical help, legal assistance (including participation in legal proceedings), counseling, safety planning, or other assistance;
- Temporarily or permanently relocating;
- Taking other actions to increase the safety of the victim from future domestic, sexual, or gender violence, or any other crime of violence, or to ensure economic security.
- Attending the funeral or alternative to a funeral if death is caused by crime of violence;
- Making arrangements necessitated by a death caused by a crime of violence; or
- Grieving a death caused by a crime of violence.

**NOTICE AND CERTIFICATION** Employees must provide the employer with at least 48 hours prior notice, unless providing advance notice is not practicable. If an employee is unable to provide advance notice, an employee must provide notice when an employee is able to do so, within a reasonable period of time after the absence.

Certification may be provided by a sworn statement of the employee and upon obtaining such other documentation the employee shall provide one of the following:

- Documentation from an employee, agent or volunteer of a victim services organization, an attorney, a member of the clergy, or medical or other professional assisting in addressing the violence;
- A police, court, or military record;
- A death certificate, published obituary, or written verification of death, burial, or memorial services, or
- Other corroborating evidence.

**DURATION OF LEAVE** Effective January 1, 2024, employees with employers of any size are entitled to 2 additional weeks (would be additional leave to what the chart below shows) unpaid leave for reasons relating to certain family or household member's death due to a crime of violence to be completed within 60 days after the date employee received notice of the death of the victim.

### Leave permitted during a 12-month period under the act based on number of employees:

Number of employees	Leave permitted
1-14 employees	4 weeks
15-49 employees	8 weeks
50 or more employees	12 weeks

Leave may be taken consecutively, intermittently, or on a reduced work schedule basis.

For information on filing a complaint please call: **312-793-6797**

or visit the website: [labor.illinois.gov/vessa](http://labor.illinois.gov/vessa)

**ACCOMMODATIONS** VESSA provides that employees are entitled to reasonable accommodations to address the needs of the victim(s). Accommodations include, but are not limited to, an adjustment to the job structure, workplace facility, work requirements, or telephone number, seating assignment, or physical security of the work area.

**DISCRIMINATION AND RETALIATION** VESSA prohibits employers from discriminating, retaliating, or otherwise treating an employee or job applicant unfavorably if the individual involved:

- Is or is perceived to be a victim of domestic, sexual, or gender violence, or any other crime of violence;
- Attended, participated in, prepared for, or requested leave to attend, participate in, or prepare for a criminal or civil court or administrative proceeding relating to domestic, sexual, or gender violence, or any other crime of violence;
- Requested or took VESSA leave for any reason;
- Requested an accommodation, regardless of whether the accommodation was granted;
- The workplace is disrupted or threatened by the action of a person whom the individual states has committed or threatened to commit domestic, sexual, or gender violence, or any other crime of violence, against the individual or the individual's family or household member; or
- Exercised any other rights under VESSA.

**CONFIDENTIALITY** Employers must maintain the confidentiality of all information pertaining to the use of VESSA leave, notice of an employee's intention to take VESSA leave, and certification provided by the employee.

[labor.illinois.gov](http://labor.illinois.gov) • [DOL.Questions@Illinois.gov](mailto:DOL.Questions@Illinois.gov)

Lincoln Tower Plaza  
524 South 2nd Street, Suite 400  
Springfield, Illinois 62701  
(217) 782-6206  
Fax: (217) 782-0596

Michael A Bilandic Building  
160 North LaSalle, Suite C-1300  
Chicago, Illinois 60601-3150  
(312) 793-2800  
Fax: (312) 793-5257

Regional Office Building  
2309 West Main Street, Suite 115  
Marion, Illinois 62959  
(618) 993-7090  
Fax: (618) 993-7258



This is a summary of laws that satisfies Illinois Department of Labor posting requirements.

# Your Rights Under Illinois Employment Laws



The mission of the Illinois Department of Labor is to protect and promote the wages, welfare, working conditions, and safety of Illinois workers by enforcing State labor and employment laws, providing compliance assistance to employers, and increasing public awareness of workplace protections. Through enforcement, education, and community partnerships, the Department works to ensure that workers are paid what they are owed and that employers who follow the law remain competitive.

## Minimum Wage & Overtime

### SETS MINIMUM WAGE FOR EMPLOYEES

Effective Jan. 1 2024

**\$14.00** PER HOUR

Applies to employers with 4 or more employees. Domestic workers are covered even if the employer only has 1 worker. Certain workers are not covered by the Minimum Wage Law and some workers may be paid less than the minimum wage under limited conditions.

**\$8.40** PER HOUR

Applies to tipped employees. If an employee's tips combined with the wages from the employer do not equal the minimum wage, the employer must make up the difference.

**\$12.00** PER HOUR

Applies to youths (under 18) working fewer than 650 hours per calendar year.

### Overtime

Most hourly employees and some salaried employees are covered by the overtime law and must be compensated at time and one-half their regular pay for hours worked over 40 in a workweek.

Hotline: 1-800-478-3998

## Unpaid Wages

### WAGE PAYMENT AND COLLECTION ACT

- Employees must receive their final compensation, including earned wages, vacation pay, commissions and bonuses on their next regularly scheduled payday.
- Unauthorized deductions from paychecks are not allowed except as specified by law.
- Employers must reimburse employees for all necessary expenditures or losses incurred by an employee during the scope of employment and related to services performed for the employer. Employee must submit reimbursement request within 30 calendar days unless an employer policy allows for additional time to submit.

Hotline: 1-312-793-2808

## Paid Leave

### REQUIRES PAID LEAVE FOR ANY REASON

- **Workers:** Earn up to 40 hours of paid leave from work per year. **Use:** Workers can use paid leave for any reason of their choosing. Employers may not require workers to provide a reason for their paid leave request. **Accrual:** Workers earn 1 hour of paid leave for every 40 hours they work. Employers may also provide workers with all paid leave hours at the start of the 12-month period (frontloading). **Carryover:** Workers rollover all unused accrued paid leave at the end of the year. Any unused frontloaded leave does not have to be carried over. **Retaliation is prohibited:** Penalties may apply to employers that take adverse action against workers who exercise their rights under this law.

### Existing Policy and Exclusions

Certain exceptions may apply for employers who already provide their workers with paid leave. There are also certain categories of workers that are not covered by the law.

Hotline: 312-793-2600

## Meal & Rest Periods

### ONE DAY REST IN SEVEN ACT

Provides employees with 24 consecutive hours of rest within every seven (7) consecutive day period.

- Employers may obtain permits from the Department allowing employees to voluntarily work seven consecutive days.
- Employees working 7 1/2 continuous hours must be allowed a meal period of at least 20 minutes no later than 5 hours after the start of work, and an additional 20 minutes if working a 12 hour shift or longer.
- Employees must be afforded reasonable bathroom breaks.

Hotline: 1-312-793-2804

## Child Labor

### WORKERS UNDER AGE 16

Children under the age of 14 may not work in most jobs, except under limited conditions.

14 and 15-year-olds may work if the following requirements are met:

- Employment certificates have been issued by the school district and filed with the Department of Labor confirming that a minor is old enough to work, physically capable to perform the job, and that the job will not interfere with the minor's education;
- The work is not deemed a hazardous occupation (a full listing can be found on our website);
- Work is limited to 3 hours per day on school days, 8 hours per day on non-school days and no more than 6 days or 48 hours per week;
- Work is performed only between the hours of 7 a.m. to 7 p.m. during the school year (7 a.m. to 9 p.m. June through September); and
- A 30-minute meal period is provided no later than the fifth hour of work.

Hotline: 1-800-645-5784

## Violent Crime Victims' Leave

Provides employees who are victims of domestic, gender, or sexual violence, or other crimes of violence, or who have family members who are victims with up to 12 weeks of unpaid leave during a 12-month period.

- Effective 1/1/24: Employees with employers of any size are entitled to 2 additional weeks unpaid leave for reasons relating to a family or household member's death due to a crime of violence to be completed within 60 days after the date employee received notice of the death of the victim.

Hotline: 1-312-793-2800

## Equal Pay Act

Requires employers to pay equal wages to men and women doing the same or substantially similar work, unless such wage differences are based upon a seniority system, a merit system, or factors other than gender.

- Employers and employment agencies are banned from asking applicants past wage and compensation histories.
- Employees may disclose or discuss their own salaries, benefits, and other compensation with their co-workers and colleagues.
- Employers are not allowed to pay less to African American employees versus non-African American employees
- Certain employees at large businesses may request wage/salary history for their job title from IDOL.

Hotline: 1-866-372-4365



For more information or to file a complaint, contact the Department at:

524 South 2nd St, Suite 400, Springfield, IL 62701 (217) 782-6206  
160 N. LaSalle, St, Suite C-1300, Chicago, IL 60601 (312) 793-2800

2309 W. Main Street, Suite 115 Marion, IL 62959 (618) 993-7090

For a complete text of the laws, visit our website: [www.labor.illinois.gov](http://www.labor.illinois.gov)

**THIS NOTICE MUST BE DISPLAYED IN A CONSPICUOUS PLACE ON THE PREMISES OF THE EMPLOYER WHERE OTHER NOTICES ARE POSTED.**





# CHICAGO OFFICE OF LABOR STANDARDS



## FAIR WORKWEEK NOTICE

REQUIRES PREDICTABLE SCHEDULES AND PAYMENT FOR SCHEDULE CHANGES  
(MCC 6-110)

Employers must provide Workers a written estimate of days and hours of work prior to or upon employment

Employers must post Work Schedules with at least 14 days' notice

When Employers make changes to the Work Schedule less than 14 days before the Work Schedule starts	
Subtracts hours	Workers must receive one hour of additional pay for every impacted shift
Adds hours	
Changes shifts with no loss of hours	

When Employers make changes to a shift less than 24 hours before the shift starts	
Subtracts hours	Workers must receive 50% of their pay for the lost hours
Adds hours	Workers must receive one hour of additional pay for every impacted shift
Changes shifts with no loss of hours	

Workers may decline hours that occur less than 10 hours after the end of the previous day's shift

Workers must be paid 1.25 times regular pay for any shift that begins less than 10 hours after the end of the previous day's shift

## WHO IS COVERED BY THE FAIR WORKWEEK ORDINANCE?

Employees who work a majority of time in Chicago, in a covered industry and earn \$61,149.35 per year (salary) or \$31.85 per hour (hourly) or less. This includes temp workers on assignment for 420 hours within an 18-month period. Employers primarily engaged in a covered industry (building services, healthcare, hotel, manufacturing, restaurant, retail, or warehouse services) that employ 100 or more employees (250 for not for profits), at least 50 of whom are covered by the Ordinance. Franchisees with more than 3 locations might be Employers.



## FILE A COMPLAINT

Call 311, use the CHI 311 app, or file a Complaint Form at  
[Chicago.gov/LaborStandards](https://chicago.gov/LaborStandards)

This Notice must be displayed in a conspicuous place at the place of employment and provided with each covered employee's first paycheck. Retaliation is prohibited. Notice effective on July 1, 2024. Last updated May 31, 2024.



Office of Labor Standards  
2350 West Ogden Avenue, 2nd Floor  
Chicago, Illinois 60608  
[Chicago.gov/LaborStandards](https://chicago.gov/LaborStandards)

Contact:  
[bacplaborstandards@cityofchicago.org](mailto:bacplaborstandards@cityofchicago.org)  
(312) 744 -2211  
Scan QR Code to find info for each Labor Law:





# CHICAGO OFFICE OF LABOR STANDARDS

## \$ MINIMUM WAGE

SETS MINIMUM WAGE IN CHICAGO (MCC 6-105)

July 1, 2024, Effective Date	Standard Employer 4 or more employees	Youth Workers	Tipped Workers	
			Standard Employer	Youth
Min Wage	\$16.20	\$15.00	\$11.02	\$10.20
Overtime Min Wage	\$24.30	\$22.50	\$19.12	\$17.70

All Domestic Workers must receive at least the \$16.20 minimum wage.  
If the tipped wage plus tips does not equal the minimum wage, the Employer must make up the difference.



## WAGE THEFT

FORBIDS THE THEFT OF WAGES AND BENEFITS (MCC 6-100)

Wage Theft	Violations and Fines
<ul style="list-style-type: none"><li>Wage Theft means the non-payment of wages, including paid time off or other paid benefits</li><li>Employers must pay Workers on time</li></ul>	<ul style="list-style-type: none"><li>Workers can recoup unpaid wages plus damages</li><li>Violators may be subject to fines or civil actions</li></ul>



## HUMAN TRAFFICKING

WORKERS ARE PROTECTED UNDER CHICAGO AND ILLINOIS LAW

If you or someone you know is being forced to engage in any activity or forced to work, cannot leave, is having their wages taken, has had their passport or ID taken away, or is being threatened with deportation if they don't work,  
Call the National Human Trafficking Hotline 1-888-373-7888 or Text "HELP" to 233733 to access free help and services.  
Available at all times in 160 languages and operated by a nongovernmental organization.



## FILE A COMPLAINT

Call 311, use the CHI 311 app, or file a Complaint Form at [Chicago.gov/LaborStandards](https://chicago.gov/LaborStandards).



## ADDITIONAL RESOURCES AND CONTACT INFORMATION

[Chicago.gov/LaborStandards](https://chicago.gov/LaborStandards)

Additional guidance and resources are available at the above listed website. You can find FAQ (frequently asked question) forms, and applicable Promulgated Rules and Regulations for all Chicago Labor Laws.

Address of OLS	E-mail and Phone Number of OLS	Webinar Recordings
Office of Labor Standards 2350 West Ogden Avenue, 1st Floor Chicago, Illinois 60608	You can reach the OLS at: <a href="mailto:bacplaborstandards@cityofchicago.org">bacplaborstandards@cityofchicago.org</a> Or 312-744-2211	OLS routinely hosts educational webinars on Chicago's Labor Laws, recordings of those webinars can be accessed at: <a href="https://www.youtube.com/chicagobacp">https://www.youtube.com/chicagobacp</a>



This Notice must be displayed in a conspicuous place at the place of employment and provided with each Covered Employee's first paycheck. Retaliation is prohibited. Notice effective on July 1, 2024. Last updated May 31, 2024.  
Scan QR Code to find info for each Labor Law:





# CHICAGO OFFICE OF LABOR STANDARDS



## PAID LEAVE

REQUIRES PAID LEAVE TO BE USED FOR ANY REASON (MCC 6-130)

Employers must provide Employees who work at least 80 hours within any 120-day period the ability to use Paid Leave (PL) for any reason for an Employee's choosing

Earning Leave	Using Leave	Carrying Over
PL accrues at a rate of 1 hour of PL for every 35 hours worked (up to 40 hours in a 12-month period)	Employees must be allowed to use accrued PL no later than on the 90 <sup>th</sup> day following the commencement of employment	Up to 16 PL hours can be carried over between 12-month periods (if PL is not frontloaded)



## PAID SICK AND SAFE LEAVE

REQUIRES PAID LEAVE FOR MEDICAL OR SAFETY REASONS (MCC 6-130)

Employers must provide Employees who work at least 80 hours within any 120-day period the ability to use Paid Sick Leave (PSL) for medical and safety reasons for both the Employees and their family members

Earning Leave	Using Leave	Carrying Over
PSL accrues at a rate of 1 hour of PSL for every 35 hours worked (up to 40 hours in a 12-month period)	Employees must be allowed to use accrued PSL no later than on the 30 <sup>th</sup> day following the commencement of employment	Up to 80 PSL hours can be carried over between 12-month period



## EMPLOYER POLICIES

EMPLOYERS MUST PROVIDE PAID TIME OFF POLICIES (MCC 6-130)

Policies	Payout of PL upon employment termination
<ul style="list-style-type: none"><li>Establishment of Paid Time Off Policies, Employer must share Paid Time Off policies with Employees; Paid Leave can be reasonably denied; minimum usage increments cannot exceed 4 hours for PL and 2 hours for PSL</li></ul>	<ul style="list-style-type: none"><li>Small Employers (1-50 employees) are exempt</li><li>Medium Employers (51-100 employees) must pay out up to 16 hours of PL until 06.30.2025; up to 56 hours after that date</li><li>Large Employers (101+ employees) must pay out up to 56 hours</li></ul>



## FILE A COMPLAINT

Call 311, use the CHI 311 app, or file a Complaint Form at [Chicago.gov/LaborStandards](https://Chicago.gov/LaborStandards).



## ADDITIONAL RESOURCES AND CONTACT INFORMATION

[Chicago.gov/LaborStandards](https://Chicago.gov/LaborStandards)

Additional guidance and resources are available at the above listed website. You can find FAQ (frequently asked question) forms, and applicable Promulgated Rules and Regulations for all Chicago Labor Laws.

Address of OLS	E-mail and Phone Number of OLS	Webinar Recordings
Office of Labor Standards 2350 West Ogden Avenue, 1stFloor Chicago, Illinois 60608	You can reach the OLS at: <a href="mailto:bacplaborstandards@cityofchicago.org">bacplaborstandards@cityofchicago.org</a> Or 312-744-2211	OLS routinely hosts educational webinars on Chicago's Labor Laws, recordings of those webinars can be accessed at <a href="https://YouTube.com/ChicagoBACP">YouTube.com/ChicagoBACP</a>



This Notice must be displayed in a conspicuous place at the place of employment and provided with each Covered Employee's first paycheck. Retaliation is prohibited. Notice effective on July 1, 2024. Last updated May 31, 2024.  
Scan QR Code to find info for each Labor Law:



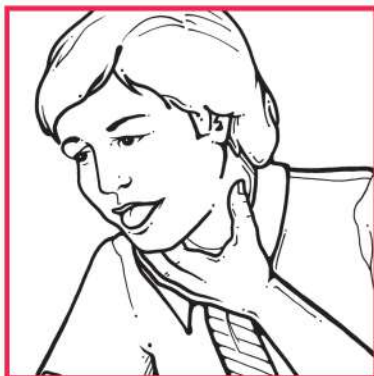




# Emergency Care for **CHOKING**

## CONSCIOUS VICTIM

If victim **CAN** breathe,  
cough or make sounds,  
**DO NOT INTERFERE.**



Give quick upward  
thrusts above the  
belly button and  
below the ribs until  
object is forced out,  
victim can breathe  
again, or victim  
becomes unconscious

If victim **CANNOT** breathe,  
cough or make sounds,  
ask if you can help.



## UNCONSCIOUS VICTIM

Send someone to call 911 and get the Automated External Defibrillator (AED).

**IF YOU ARE ALONE**, perform 5 sets of 30 compressions and 2 breaths before leaving to call 911. Follow these steps.



1  
Give 30 compressions pushing down **AT LEAST 2 inches** on the center of the chest. Place one hand on top of the other. Push hard.



2  
Open the airway and check the mouth for objects. Remove the obstructing object only if you see it.



3  
With the airway open, attempt to give **TWO** breaths. If unsuccessful, return to compressions.

**Repeat steps 1, 2 and 3 until victim starts breathing or until emergency medical help arrives.**

Illinois Department of Public Health  
Emergency Medical Systems and Highway Safety  
422 S. 5th St., Third Floor Springfield, IL 62701 •  
217-785-2080

Standards for CPR and ECC are consistent with American Heart Association recommendations.

IOCI 14-210



- Have someone call for an ambulance, rescue squad or EMS.
- **DO NOT PRACTICE ON PEOPLE.** Abdominal thrusts may cause injury.
- Use back blows and chest thrust on infants. Use chest thrust on pregnant women and obese victims.
- For children 1 to 8 years of age, compress at the depth of approximately 2 inches.
- Learn to perform emergency care for choking and cardiopulmonary resuscitation (CPR).
- For CPR training information, call your local American Heart Association or American Red Cross chapter.





# E-VERIFY INFORMATION FACTS

## Poster for the Workplace

### What is E-Verify?

E-Verify is an online system in which employers can check their employee's work eligibility. The pilot program was implemented in 1996 as a voluntary program in California, Florida, Illinois, Nebraska, New York and Texas. The E-Verify program has since been repeatedly renewed by Congress and subsequently expanded. E-Verify is now available in all 50 states and is a voluntary program. However, employers with federal contracts or subcontracts that contain the Federal Acquisition Regulation (FAR) E-Verify clause are required to enroll in E-Verify as a condition of federal contracting.

### What should an employer know?

In Illinois, the Right to Privacy in the Workplace Act (820 ILCS 55/12) stipulates that prior to choosing to voluntarily enroll in the E-Verify Program, employers are urged to consult the Illinois Department of Labor's website for current information regarding the accuracy of the program. Additionally, employers are encouraged to review and understand their legal responsibilities relating to the use of the E-Verify Program. Furthermore, the Act prohibits the misuse of the Program and places certain training and recordkeeping requirements on the employer.

Employers that participate in E-Verify must post the Right to Work poster, along with the E-Verify Participation poster, in the workplace. The posters must be displayed in both English and Spanish.

[https://www.everify.gov/sites/default/files/everify/posters/IER\\_RightToWorkPoster%20Eng\\_Es.pdf](https://www.everify.gov/sites/default/files/everify/posters/IER_RightToWorkPoster%20Eng_Es.pdf)  
<https://www.everify.gov/sites/default/files/everify/posters/EVerifyParticipationPoster.pdf>

### What should an employee know?

In Illinois, an employer is prohibited from using the E-Verify Program to check the immigration status of current employees or to pre-screen prospective employees that have not been offered a position with the company. The employer may not check on your immigration status before you are offered a job.

An employer may not take adverse action when you file a complaint.



### What is a violation of state law?

Violations of this Act include the following:

- Failure to display the notices supplied by the Office of Special Counsel for Immigrant-Related Unfair Employment Practices (OSC) and the Department of Homeland Security (DHS) in a place clearly visible to both prospective and current employees. Both of which can be found on the IDOL website.
- When an employer allows an employee to use the E-Verify system prior to having completed the Computer Based Training (CBT) and allow those employees to use the E-Verify program under an employee's user identification or password that has taken the training.
- Use the E-Verify program as a pre-screening mechanism for prospective employees.
- Terminate an employee prior to that employee receiving a final non-confirmation notice from the Social Security Administration or the Department of Homeland Security.
- Failure to notify the employee, in writing, the employer's receipt of a tentative non-confirmation notice and of the employee's right to contest that tentative non-confirmation letter.
- Failure to safeguard the information contained in the E-Verify program database.

### Who should I call to file a complaint or ask questions?

Contact Jason Keller at 217-782-1706 OR you may email him at [Jason.keller@illinois.gov](mailto:Jason.keller@illinois.gov) or visit our website at

<https://www2.illinois.gov/idol/Laws-Rules/legal/Pages/privacy-workplace.aspx>

### How does the Illinois Department of Labor enforce this law?

Any employee or prospective employee can file a complaint with the Illinois Department of Labor. If the complaint contains enough information for an investigation to proceed, the Department will attempt to resolve the complaint with the employer and employee via conference, conciliation or by analyzing employer records to ascertain the allegation(s) posed. The Department may conduct investigations, visit and inspect the premises, as well as obtain any documentation that is pertinent to the investigation. The Department may request the issuance of a search warrant or subpoena all records that are pertinent to an investigation.

### Where to find participating E-Verify employers?

<https://www.e-verify.gov/about-e-verify/e-verifydata/how-to-find-participating-employers>

**[labor.illinois.gov](http://labor.illinois.gov) • [DOL.Questions@Illinois.gov](mailto:DOL.Questions@Illinois.gov)**

Lincoln Tower Plaza  
524 South 2nd Street, Suite 400  
Springfield, Illinois 62701  
(217) 782-6206  
Fax: (217) 782-0596

Michael A Bilandic Building  
160 North LaSalle, Suite C-1300  
Chicago, Illinois 60601-3150  
(312) 793-2800  
Fax: (312) 793-5257

Regional Office Building  
2309 West Main Street, Suite 115  
Marion, Illinois 62959  
(618) 993-7090  
Fax: (618) 993-7258



# WORKERS' COMPENSATION



is a system of benefits provided by law to most workers who have job-related injuries or illnesses. Benefits are paid for injuries that are caused, in whole or in part, by an employee's work. This may include the aggravation of a pre-existing condition, injuries brought on by the repetitive use of a part of the body, heart attacks, or any other physical problem caused by work. Benefits are paid regardless of fault.

## **IF YOU HAVE A WORK-RELATED INJURY OR ILLNESS, TAKE THE FOLLOWING STEPS:**

**1. GET MEDICAL ASSISTANCE.** By law, your employer must pay for all necessary medical services required to cure or relieve the effects of the injury or illness. Where necessary, the employer must also pay for physical, mental, or vocational rehabilitation, within prescribed limits. The employee may choose two physicians, surgeons, or hospitals. If the employer notifies you that it has an approved Preferred Provider Program for workers' compensation, the PPP counts as one of your two choices of providers.

**2. NOTIFY YOUR EMPLOYER.** You must notify your employer of the accidental injury or illness within 45 days, either orally or in writing. To avoid possible delays, it is recommended the notice also include your name, address, telephone number, Social Security number, and a brief description of the injury or illness.

**3. LEARN YOUR RIGHTS.** Your employer is required by law to report accidents that result in more than three lost work days to the Workers' Compensation Commission. Once the accident is reported, you should receive a handbook that explains the law, benefits, and procedures. If you need a handbook, please call the Commission or go to the Web site.

If you must lose time from work to recover from the injury or illness, you may be entitled to receive weekly payments and necessary medical care until you are able to return to work that is reasonably available to you.

It is against the law for an employer to harass, discharge, refuse to rehire or in any way discriminate against an employee for exercising his or her rights under the Workers' Compensation or Occupational Diseases Acts. If you file a fraudulent claim, you may be penalized under the law.

**4. KEEP WITHIN THE TIME LIMITS.** Generally, claims must be filed within three years of the injury or disablement from an occupational disease, or within two years of the last workers' compensation payment, whichever is later. Claims for pneumoconiosis, radiological exposure, asbestosis, or similar diseases have special requirements.

Injured workers have the right to reopen their case within 30 months after an award is made if the disability increases, but cases that are resolved by a lump-sum settlement contract approved by the Commission cannot be reopened. Only settlements approved by the Commission are binding.

For more information, go to the Illinois Workers' Compensation Commission's Web site or call any office:

Toll-free: 866/352-3033    Chicago: 312/814-6611    Peoria: 309/671-3019    Springfield: 217/785-7087  
Web site: [www.iwcc.il.gov](http://www.iwcc.il.gov)    Collinsville: 618/346-3450    Rockford: 815/987-7292    TDD (Deaf): 312/814-2959

## **BY LAW, EMPLOYERS MUST DISPLAY THIS NOTICE IN A PROMINENT PLACE IN EACH WORKPLACE AND COMPLETE THE INFORMATION BELOW.**

Party handling workers' compensation claims	THE ACE CONSULTING GROUP LLC		
Business address	227 LAKEVIEW LANE, BLOOMINGDALE IL 60108		
Business phone	312-872-1401		
Effective date	10/15/2024	Termination date	10/15/2025
Policy number	12-39071-24291-347661	Employer's FEIN	99-3433976



## EMPLOYER NOTICE

Under the Illinois Human Rights Act (Act), all workers have the right to employment free from unlawful discrimination or sexual harassment. In Illinois, it is a civil rights violation under Article 2-102(K) of the Act for an employer to fail to include in a posting on the premises, AND in an employee handbook, information concerning the rights of employees to:

- 1 - Be free from unlawful discrimination or sexual harassment in the workplace;
- 2 - File a charge of discrimination or sexual harassment; and
- 3 - Obtain certain reasonable accommodations such as those based on pregnancy and disability.

The required poster is available for download on the Illinois Department of Human Rights' website. The poster includes language suitable for inclusion in an employee handbook.

The poster also includes information on the Illinois Sexual Harassment and Discrimination Helpline, which provides additional resources and information.

Everyone has a right to be free from illegal discrimination and sexual harassment in the workplace and is protected from retaliation for reporting incidents of discrimination, participating in an investigation, or helping others exercise their rights.

IDHR can investigate charges of employment discrimination filed against an employer, public contractor, employment agency, labor organization or union.

For further information, contact IDHR at:  
Website: [www.illinois.gov/dhr](http://www.illinois.gov/dhr)

Chicago:  
555 W Monroe St., 7th Floor  
Chicago, IL 60661  
(312) 814-6200  
(866) 740-3953 (TTY)  
(312) 814-6251 (Fax)

Springfield:  
524 S. 2nd St., Suite 300  
Springfield, IL 62701  
(217) 785-5100  
(866) 740-3953 (TTY)  
(217) 785-5106 (Fax)

Illinois Sexual Harassment and Discrimination Helpline  
1-877-236-7703 or TTY: 711  
Monday to Friday, 8:30 a.m. to 5:00 p.m.  
[www.illinois.gov/sexualharassment](http://www.illinois.gov/sexualharassment)







# Illinois Wage Payment and Collection Act Failure of Subcontractors to Pay Workers' Wages

Illinois law requires that employees be paid for work performed. Primary contractors, also known as general contractors, may be liable if subcontractors do not pay their workers.

## WHAT CONTRACTORS SHOULD KNOW

**NOTICE:** For employees working for contractors and subcontractors on certain private construction projects where costs exceed \$20,000, if the subcontractor does not pay all wages or fringe benefits owed, the general contractor who hired the subcontractor may be liable to cover the back wages and fringe benefits owed to the employee, as well as interest, penalties, and reasonable attorney's fees. The general contractor is not liable to cover related liquidated damages.

**EXCEPTIONS:** This requirement does not apply to work where the general contractor is covered by a collective bargaining agreement; alteration or repair to a single-family home or a single unit in a multi-family structure; projects valued at \$20,000 or less; work performed pursuant to contracts that were entered into before July 1, 2022; or work performed by a contractor of the federal government, the State, a special district, a city, a county, or any political subdivision of the State.

For further information see  
<https://labor.illinois.gov/>

☎ (312) 793-2808  
✉ [DOL.Wages@Illinois.gov](mailto:DOL.Wages@Illinois.gov)

## FILE A CLAIM



<https://labor.illinois.gov/complaints.html>

## WHAT WORKERS SHOULD KNOW

**NOTICE:** If your employer is a subcontractor hired by a primary general contractor, and your employer does not pay you your earned wages and fringe benefits, the primary contractor who hired them may be responsible for paying you your wages and benefits. The Illinois Department of Labor can help you determine whether your situation qualifies.

If your contractor doesn't pay your full wages, you may file a claim within three years of the nonpayment or underpayment of your wages.

This law applies to workers on certain private construction projects. If you are unsure of the type of project, or whether the project

qualifies, please call 312-793-2808. Leave a voicemail, and an Illinois Department of Labor staff member will return your call.

## FILING A CLAIM FOR UNPAID WAGES

Employees may file claims with the Illinois Department of Labor, or may file a civil action in circuit court. Before filing a civil action for unpaid wages against a general contractor, an employee must notify their employer (the subcontractor) and the general contractor in writing that the employee intends to file a civil action, and the nature and basis for the action. The subcontractor and general contractor then have 10 days to resolve the issue before the employee is free to go forward with formally filing a civil action in a circuit court. No waiting period is necessary for filing a claim with IDOL. To file a claim or learn more, call 312-793-2808. Leave a voicemail, and an Illinois Department of Labor staff member will return your call. The Illinois Department of Labor can assist in filing your claim.

**THIS POSTER MUST BE DISPLAYED WHERE EMPLOYEES CAN EASILY SEE IT.**





# ***YOUR RIGHTS UNDER THE ILLINOIS SERVICE MEMBER EMPLOYMENT & REEMPLOYMENT RIGHTS ACT (330 ILCS 61)***



ISERRA (Illinois version of USERRA) protects the employment and benefits of service members who leave their civilian employment to serve our Nation or State.

In order to protect the common public interest in military service, it is the role of the Illinois Attorney General to promote awareness and ensure compliance with ISERRA by providing information, training, advocacy, and enforcement.

## **WHO IS PROTECTED?**

1. All members of the Armed Forces of the United States whether active duty or reserve, including the National Guard when performing State duty.
2. All members of Military Auxiliary Radio System, United States Coast Guard Reserve, Civil Air Patrol, and the Merchant Marines when performing official duties in support of an emergency.
3. Members who are released from military duty with follow-on care by the Department of Defense.

## **WHAT ARE THE RIGHTS, BENEFITS AND OBLIGATIONS UNDER ISERRA?**

ISERRA provides the same protections as USERRA (i.e., reemployment, benefits and discrimination) but expands protections to persons identified above and incorporates existing benefits to service members who are public employees. Because ISERRA represents the minimum employer requirements, employers maintain the right to provide greater benefits at their discretion.

## **WHO ENFORCES ISERRA?**

The ISERRA Advocate is an Assistant Attorney General appointed by the Illinois Attorney General to provide both advocacy and enforcement under ISERRA.

## **WHERE TO FIND MORE INFORMATION?**

Both service members and employers can find more information on the Attorney General's ISERRA Advocate webpage at <https://illinoisattorneygeneral.gov/rights-of-the-people/military-and-veterans-rights/> or call the Military & Veterans Rights Helpline at **1-800-382-3000** to ask questions or request training.

This notice is available for download on the Attorney General's website by going to <https://illinoisattorneygeneral.gov/rights-of-the-people/military-and-veterans-rights/>. Employers are required to provide employees entitled to rights and benefits under ISERRA a notice of the rights, benefits, and obligations of service member employees. This requirement may be met by the posting of this notice where employers customarily place notices for employees. ISERRA is codified as Public Act 100-1101 and can be found at [www.ilga.gov/legislation/publicacts/100/PDF/100-1101.pdf](http://www.ilga.gov/legislation/publicacts/100/PDF/100-1101.pdf).



## Illinois Department of Employment Security

# NOTICE to workers about Unemployment Insurance Benefits

THE POSTING OF THIS NOTICE IS REQUIRED BY THE ILLINOIS UNEMPLOYMENT INSURANCE ACT.

### FILING A CLAIM

The Illinois Unemployment Insurance Act provides for the payment of benefits to eligible unemployed workers and for the collection of employer contributions from liable employers. It is designed to provide living expenses while new employment is sought. Claims should be filed as soon as possible after separation from employment. Claims can be filed online at [www.ides.illinois.gov](http://www.ides.illinois.gov) or at the nearest Illinois Department of Employment Security office to the worker's home. To be eligible for benefits, an unemployed individual must be available for work, able to work and actively seeking work and, in addition, must not be disqualified under any provisions of the Illinois Unemployment Insurance Act.

Each employer shall deliver the pamphlet "What Every Worker Should Know About Unemployment Insurance" to each worker separated from employment for an expected duration of seven or more days. The pamphlet shall be delivered to the worker at the time of separation or, if delivery is impracticable, mailed within five days after the date of the separation to the worker's last known address. Pamphlets shall be supplied by the Illinois Department of Employment Security to each employer without cost.

A claimant may also be entitled to receive, in addition to the weekly benefit amount, an allowance for a non-working spouse or a dependent child or children. The allowance is a percentage of the average weekly wage of the claimant in his or her base period. The weekly benefit amount plus any allowance for a dependent make up the total amount payable.

If, during a calendar week an employee does not work full-time because of lack of work, he or she may be eligible for partial benefits if the wages earned in such calendar week are less than his or her weekly benefit amount. For any such week, employers should provide employees with a statement of "low earnings" which should be taken to their Illinois Department of Employment Security office.

**NOTE:** Illinois unemployment insurance benefits are paid from a trust fund to which only employers contribute. No deductions may be made from the wages of workers for this purpose.

Unemployment insurance information is available from any Illinois Department of Employment Security office. To locate the office nearest you, call 1-800-244-5631 or access the locations through our website at [www.ides.illinois.gov](http://www.ides.illinois.gov).

### BENEFITS

Every claimant who files a new claim for unemployment insurance benefits must serve an unpaid waiting week for which he has filed and is otherwise eligible.

The claimant's weekly benefit amount is usually a percentage of the worker's average weekly wage. The worker's average weekly wage is computed by dividing the wages paid during the two highest quarters of the base period by 26. The maximum weekly benefit amount is a percentage of the statewide average weekly wage. The minimum weekly benefit amount is \$51. The statewide average weekly wage is calculated each year.

### If Your Benefit Year Begins:

#### This year between:

Jan. 1 and March 31

#### This year between:

April 1 and June 30

#### This year between:

July 1 and Sept. 30

#### This year between:

Oct. 1 and Dec. 31

### Your Base Period Will Be:

#### Last year between:

Jan. 1 and Sept. 30 and  
the year before between  
Oct. 1 and Dec. 31

#### Last year between:

Jan. 1 and Dec. 31

#### Last year between:

April 1 and Dec. 31 and  
this year between  
Jan. 1 and March 31

#### Last year between:

July 1 and Dec. 31 and  
this year between  
Jan. 1 and June 30

In order to be monetarily eligible, a claimant must be paid a minimum of \$1,600 during the base period with at least \$440 of that amount being paid outside the highest calendar quarter.

If you have been awarded temporary total disability benefits under a workers' compensation act or other similar acts, or if you only have worked within the last few months, your base period may be determined differently. Contact your local IDES office for more information.

### REPORTING TIPS

Each employee who receives tips must report these tips to employers on a written statement or on Form UC-51, "Employee's Report of Tips," in duplicate. Employers can furnish this form on request. The report shall be submitted on the day the wages are paid, or not later than the next payday, and shall include the amount of tips received during the pay period.

### TAXATION OF BENEFITS

Unemployment insurance benefits are taxable if you are required to file a state or federal income tax return. You may choose to have federal and/or Illinois state income tax withheld from your weekly benefits. Since benefits are not subject to mandatory income tax withholding, if you do not choose to withhold, you may be required to make estimated tax payments using Internal Revenue Service Form 1040 ES and Illinois Department of Revenue Form IL 1040 ES.

For additional information, call these toll-free numbers:

**Internal Revenue Service** 1-800-829-1040.

**Illinois Department of Revenue** 1-800-732-8866.

This poster fulfills all posting requirements for the Illinois Department of Employment Security.  
EMPLOYERS ARE REQUIRED TO POST THIS NOTICE IN A CONSPICUOUS PLACE FOR ALL EMPLOYEES.





# PAID LEAVE FOR ALL WORKERS ACT NOTICE

Employers must provide employees with up to 40 hours of paid leave for any reason.

## Paid Leave

- **Workers:** Earn up to 40 hours of paid leave from work per year.
- **Use:** Workers can use paid leave for any reason of their choosing. Employers may not require workers to provide a reason for their paid leave request or require a worker to find a replacement worker.
- **Accrual:** Workers earn 1 hour of paid leave for every 40 hours they work. Employers may also provide workers with all paid leave hours at the start of the 12-month period (frontloading).
- **Carryover:** Workers rollover all unused accrued paid leave at the end of the year. Any unused frontloaded leave does not have to be carried over.

- **Retaliation is prohibited:** Penalties may apply to employers that take adverse action against workers who exercise their rights under this law.



## Penalties

Workers may recover the amount they should have been paid for the leave, penalties, and other equitable relief.

## Filing a Complaint

A worker may file a complaint with the Illinois Department of Labor alleging a violation of this Act by filling out a complaint form at [labor.illinois.gov/paidleave](http://labor.illinois.gov/paidleave).

## Existing Policy and Exclusions

Certain exceptions may apply for employers who already provide their workers with paid leave. There are also certain categories of workers that are not covered by the law.

See QR code for more information on how to file a complaint and applicable exceptions to the law.



For a complete text of the laws, visit our website at:  
[www.labor.illinois.gov](http://www.labor.illinois.gov)

For more information or to file a Complaint, contact us at:  
[DOL.PaidLeave@illinois.gov](mailto:DOL.PaidLeave@illinois.gov)

312-793-2600

**THIS NOTICE MUST BE DISPLAYED IN A CONSPICUOUS PLACE ON THE PREMISES OF THE EMPLOYER WHERE OTHER NOTICES ARE POSTED.**





# YOU HAVE THE RIGHT TO BE FREE FROM JOB DISCRIMINATION AND SEXUAL HARASSMENT



The Illinois Human Rights Act states that you have **the right to be free from unlawful discrimination and sexual harassment**. This means that employers may not treat people differently based on race, age, gender, pregnancy, disability, sexual orientation or any other protected class named in the Act. This applies to all employer actions, including hiring, promotion, discipline and discharge.

## REASONABLE ACCOMMODATIONS

You also have the right to reasonable accommodations based on pregnancy and disability. This means you can ask for reasonable changes to your job if needed because you are pregnant or disabled.



## RETALIATION

It is also unlawful for employers to treat people differently because they have reported discrimination, participated in an investigation, or helped others exercise their right to complain about discrimination.



## REPORT DISCRIMINATION

To report discrimination, you may:

- 1 Contact your employer's human resources or personnel department.
- Contact the Illinois Department of Human Rights (IDHR) to file a charge.
- 2 Call the Illinois Sexual Harassment and Discrimination Helpline at 1-877-236-7703 to talk to someone about your concerns.
- Chicago:
  - 3 555 W Monroe Street, 7th Floor
  - Chicago, IL 60661
  - (312) 814-6200
  - (866)740-3953 (TTY)
  - (312)814-6251 (Fax)
- Springfield:
  - 524 S. 2nd St., Suite 300
  - Springfield, IL 62701
  - (217) 785-5100
  - (866)740-3953 (TTY)
  - (217)785-5106 (Fax)

Website: [dhr.illinois.gov](http://dhr.illinois.gov)

Email: [IDHR.Intake@illinois.gov](mailto:IDHR.Intake@illinois.gov)

Employers shall make this poster available and display it where employees can readily see it. This notice is available for download at: [www.illinois.gov/dhr](http://www.illinois.gov/dhr)

Printed by the Authority of the State of Illinois version IDHR 9/2022