

ILLINOIS

Labor Laws

30 calendar days unless an employer policy allows for additional

Provides employees with 24 consecutive hours of rest within every

employees to voluntarily work seven consecutive days.

Employees must be afforded reasonable bathroom breaks.

Provides employees who are victims of domestic, gender, or sexual

violence, or other crimes of violence, or who have family members

Effective 1/1/24: Employees with employers of any size are

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.

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

they work. Employes may also provide workers with all paid leave

Carryover: Workers rollover all unused accrued paid leave at the

end of the year. Any unused frontloaded leave does not have to

Retaliation is prohibited: Penalties may apply to employers that

take adverse action against workers who exercise their rights

Certain exceptions may apply for employers who already provide their

Requires employers to pay equal wages to men and women doing the

same or substantially similar work, unless such wage differences are

Employers and employment agencies are banned from asking

Employees may disclose or discuss their own salaries, benefits,

and other compensation with their co-workers and colleagues.

Certain employees at large businesses may request wage/salary

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REV. 12/2023

Employers are not allowed to pay less to African American

employees versus a non-African American employees

history for their job title from IDOL.

applicants past wage and compensation histories.

based upon a seniority system, a merit system, or factors other than

workers with paid leave. There are also certain categories of workers

Accrual: Workers earn 1 hour of paid leave for every 40 hours

hours at the start of the 12-month period (frontloading).

entitled to 2 additional weeks unpaid leave for reasons

who are victims with up to 12 weeks of unpaid leave during a

Employers may obtain permits from the Department allowing

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

Employment Laws

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

Your Rights Under Illinois Employment Laws

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

Applies to employers with 4 or more employees. Domestic workers 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

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

Hotline: 1-800-478-3998

WORKERS UNDER AGE 16

- Employment certificates have been issued by the school district
- that the job will not interfere with the minor's education;
- can be found on our website);
- Work is limited to 3 hours per day on school days, 8 hours per
- 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
- A 30-minute meal period is provided no later than the fifth hour of work.

Unpaid Wages

WAGE PAYMENT AND COLLECTION ACT

- Employees must receive their final compensation, including
- as specified by law.
- Employers must reimburse employees for all necessary

Department of Labor

Your Rights Under Illinois

employer. Employee must submit reimbursement request within

time to submit.

Hotline: 1-312-793-2808

Meal and Rest Periods

ONE DAY REST IN SEVEN ACT

Hotline: 1-312-793-2804

Hotline: 1-312-793-2800

paid leave request.

be carried over.

under this law.

Hotline: 312-793-2600

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

Equal Pay Act

that are not covered by the law.

REQUIRES PAID LEAVE FOR ANY REASON

12-month period.

Paid Leave

Violent Crime Victims' Leave

seven (7) consecutive day period.

The mission of the Illinois Department of Labor is to protect and

ffective Jan. 1 2024

\$14.00 PER HOUR

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

employer must make up the difference.

\$12.00 PER HOUR

regular pay for hours worked over 40 in a workweek.

Child Labor

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

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

- and filed with the Department of Labor confirming that a minor is old enough to work, physically capable to perform the job, and
- The work is not deemed a hazardous occupation (a full listing
- day on non- school days and no more than 6 days or 48 hours

Hotline: 1-800-645-5784

- earned wages, vacation pay, commissions and bonuses on their next regularly scheduled payday.
- Unauthorized deductions from paychecks are not allowed except
- expenditures or losses incurred by an employee during the scope of employment and related to services performed for the

Department of Employment Security

NOTICE

to workers about Unemployment Insurance Benefits

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

ILING 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 iable employers. It is designed to provide living expenses while new employment is ought. Claims should be filed as soon as possible after separation from employment. Claims can be filed online at <u>www.ides.illinois.gov</u> 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 Jnemployment Insurance Act.

Each employer shall deliver the pamphlet "What Every Worker Should Know About Jnemployment 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

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

supplied by the Illinois Department of Employment Security to each employer without

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 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 though our website at www.ides.illinois.gov.

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 penefit 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 Your Base Period Will Be: If Your Benefit Year Begins:

This year between Last vear between Jan. 1 and Sept. 30 and the year Jan. 1 and March 31 before between Oct. 1 and Dec. 31 This year between: Last vear between Jan. 1 and Dec. 31 April 1 and June 30 This year between. Last vear between July 1 and Sept. 30 April 1 and Dec. 31 and this year

between Jan. 1 and March 31 This year between: Last vear between Oct. 1 and Dec. 31 July 1 and Dec. 31 and this year between Jan. 1 and June 30

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

In order to be monetarily eligible, a claimant must be paid a minimum of \$1,600

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

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.

REV. 08/2012

Discrimination

Department of Human Rights — IDHR YOU HAVE THE RIGHT TO BE FREE FROM

JOB DISCRIMINATION AND SEXUAL HARASSMENT. Call the Illinois Sexual Harassment and Discrimination Helpline at 1-877-236-7703 to talk to someone about your concerns.

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,

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

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

REPORT DISCRIMINATION

o report discrimination, you may:

REASONABLE ACCOMMODATIONS

Contact your employer's human resources or personnel department. Contact the Illinois Department of Human Rights (IDHR) to file a charge.

555 W Monroe Street, 7th Floor 524 S. 2nd St., Suite 300 Springfield, IL 62701 (312) 814-6200 (866) 740-3953 (TTY)

Website: dhr.illinois.gov Email: IDHR.Intake@illinois.gov

(217) 785-5106 (Fax

This notice is available for download at: www.illinois.gov/dh

Workers' Compensation Commission **Workers' Compensation**

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 aggravatic of a pre-existing condition, injuries brought on by the repetitive use of a part of the body, heart attacks, or any other physical roblem caused by work. Benefits are paid regardless of fault.

- IF YOU HAVE A WORK-RELATED INJURY OR ILLNESS, TAKE THE FOLLOWING STEPS: 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.
- **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
- **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
- 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. **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 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
- Web site: www.iwcc.il.gov Chicago: 312/814-6611 Collinsville: 618/346-3450 Peoria: 309/671-3019 Rockford: 815/987-7292

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

Springfield: 217/785-7087

TDD (Deaf): 312/814-2959

Party handling workers' compensation claims	Termination date
Business address	Policy number
Business phone	Employer's FEIN
EFFECTIVE DATE	ICPN 10/11

Wage Payment and Collection Act

NOTICE: This state has its own minimum wage law. Employers are also required to display the federal Employee Rights Under the Fair Labor Standards Act posting, which indicates the federal

THIS NOTICE IS FOR INFORMATIONAL PURPOSES ONLY.

ninimum wage. Where federal and state rates both apply to an employee, the U.S. Department of Labor dictates that the employee is entitled to the higher minimum wage rate.

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

Payday Notice

The Illinois Wage Payment and Collection Act, 820 ILCS 115/10 (from Ch. 48, par. 39m-10), requires employers to post and keep posted at each regular place of business in a position easily accessible to all employees one or more notices

indicating the regular paydays and the place and time for payment. REGULAR PAYDAYS SHALL BE AS FOLLOWS: PLACE AND TIME OF PAYMENT:

Pregnancy Rights

Department of Human Rights — IDHR Pregnancy and your RIGHTS in the WORKPLACE

Are you pregnant, recovering from childbirth, or do you have a medical or common condition related to pregnancy?

- Ask your employer for a reasonable accommodation for your pregnancy, such as more frequent bathroom breaks, assistance with heavy work, a private space for expressing milk. or time off to recover from your pregnancy.
- Reject an unsolicited accommodation offered by your employer for your pregnancy. Continue working during your pregnancy if a reasonable accommodation is available which would allow you to continue performing your job.

Your emplover cannot: Discriminate against you because of your pregnancy.

Retaliate against you because you requested a reasonable accommodation

It is illegal for your employer to fire you, refuse to hire you or to refuse to provide you with a reasonable accommodation because of your pregnancy. For more information regarding your rights, download the Illinois Department of Human Rights' fact sheet from our Es ilegal que su empleador la despida, se niegue a contratarla o a proporcionarle una adaptación razonable a causa de su embarazo. Para obtener información sobre el embarazo y sus derechos en el lugar de trabajo en español, visite

For immediate help or if you have questions, call (312) 814-6200 or (217) 785-5100 or (866) 740-3953 (TTY)

555 WEST MONROE ST. 524 S. 2nd St. SUITE 700, INTAKE UNIT INTAKE UNIT CHICAGO, IL 6066 Springfield, IL 62701 (312) 814-6200 (217) 785-5100

ILLINOIS DEPARTMENT OF

Human Rights

Learn more, contact IDHR, or initiate a charge at: https://dhr.illinois.gov

IDHR ENG. web.

REV. 02/2023

Department of Labor

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 five (5) days per year of paid leave from work.
- Use: Workers can use paid leave for any reason of their choosing. Employers cannot require workers to provide a reason for their time off request. Employers may not require, as a condition of taking leave, that the employee search for a replacement worker.
- **Accrual:** Workers earn 1 hour of paid leave for every 40 hours they work.
- Carryover: Workers rollover all unused paid leave at the end of the year.
- **Retaliation is prohibited:** Penalties may apply to employers that take adverse action against workers who exercise their rights under this

Penalties

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

are not covered by the law.

ISERRA

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

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

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

For more information or to file a Complaint, contact us at: DOL.PaidLeave@illinois.gov

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

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REV. 12/2023

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

Office of the Attorney General

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.

- All members of the Armed Forces of the United States whether active duty or reserve, including the National Guard when performing State duty.
- 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.
- 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 ttps://illinoisattorneygeneral.gov/rights-of-the-people/military-and-veterans-rights/ or call the Military & Veterans Rights Helpline at 1-800-382-3000 to ask

where employers customarily place notices for employees. ISERRA is codified as Public Act 100-1101 and can be found at

This notice is available for download on the Attorney General's website by going to ttps://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

www.ilga.gov/legislation/publicacts/100/PDF/100-1101.pdf. This material is available in alternate format upon request.

REV. 06/2023

VESSA

Department of Labor — IDOL Victims' Economic Security and Safety Act (VESSA)

REQUIRED POSTING 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, jobguaranteed 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
- 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

Other corroborating evidence

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

A death certificate, published obituary, or written verification of death, burial, or memorial services, or

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

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

1-14 employees 15-49 employees 8 weeks 50 or more employees 12 weeks

TWO ways to verify poster compliance!

QR CODE Scan with phone camera:

Go to: JJKeller.com/LLPverify

Enter this code: 69368-012024

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;

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

or visit the website: 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

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 Requested or took VESSA leave for any reason;

Exercised any other rights under VESSA.

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

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.

individual or the individual's family or household member; or

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

(312) 793-2800 Fax: (312) 793-5257

12/23 IOCI 24-0295

To update your labor law posters contact J. J. Keller & Associates, Inc. JJKeller.com/laborlaw 800-327-6868



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REGIONAL OFFICE BUILDING

Marion, Illinois 62959

(618) 993-7090

Fax: (618) 993-7258