EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

## **FEDERAL MINIMUM WAGE \$7.25 PER HOUR BEGINNING JULY 24, 2009**

The law requires employers to display this poster where employees can readily see it.

At least 1½ times the regular rate of pay for all hours worked over 40 in a workweek. CHILD LABOR An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours

restrictions. Different rules apply in agricultural employment.

Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers must pay tipped employees a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the

**NURSING MOTHERS** The FLSA requires employers to provide reasonable break time for a nursing mother employee who is subject to the FLSA's overtime requirements in order for the employee to express breast milk for

which may be used by the employee to express breast milk. **ENFORCEMENT** The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage,

her nursing child for one year after the child's birth each time such

required to provide a place, other than a bathroom, that is shielded

from view and free from intrusion from coworkers and the public,

employee has a need to express breast milk. Employers are also

DEPARTMENT OF LABOR UNITED STATES OF AMERICA

**OVERTIME PAY** 

UNITED STATES DEPARTMENT

1-866-487-9243 TTY: 1-877-889-5627 www.dol.gov/whd



## Department of Labor **Your Rights Under Illinois Employment Laws**

Minimum Wage \$12.00 per hour Wage Increases Schedule Effective Jan. 1, 2022 . . . \$12.00 2022) and Overtime Hotline: 1-800-478-3998 Coverage: Applies

Effective Jan. 1, 2023 . . . \$13.00 Effective Jan. 1, 2024 . . . \$14.00 Effective Jan. 1, 2025 . . . \$15.00 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. For more

information, visit our website. (See wage increases schedule applicable minimum wage. 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.

**Overtime:** Most hourly employees and some salaried employees are covered by the overtime law and must be compensated at time and one-half of their regular pay for hours worked over 40 in a workweek Unpaid Wages Hotline: 1-312-793-2808

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.

Meal and Rest Periods Hotline: 1-312-793-2804 One Day Rest in Seven Act Provides employees with 24 consecutive hours of rest each

calendar week Employers may obtain permits from the Department allowing employees to voluntarily work seven consecutive days.

overtime, and other violations. The Department may litigate and/ or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or repeated violation of the minimum wage or overtime pay provisions of the law. Civil money penalties may also be assessed for violations of the FLSA's child labor provisions. Heightened civil money penalties may be assessed for each child labor violation that results in the death or serious injury of any minor employee, and such assessments may be doubled when the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding under the FLSA. ADDITIONAL INFORMATION

Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions. Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the

Commonwealth of Puerto Rico. Some state laws provide greater employee protections; employers must comply with both. Some employers incorrectly classify workers as "independent contractors" when they are actually

employees under the FLSA. It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and correctly classified independent contractors are not.

Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.

LABOR

LAWS

**REV. 07/2016** 

## **Workers' Compensation**

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.

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.

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 3. LEARN YOUR RIGHTS. Your employer is required

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.

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.

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 Peoria: 309/671-3019 Web site: www.iwcc.il.gov Rockford: 815/987-7292 Chicago: 312/814-6611 Springfield: 217/785-7087

Collinsville: 618/346-3450 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

**REV. 10/2011** 

someone about your concerns. JAMES R. THOMPSON CENTER 100 West Randolph Street, Suite 10-100

(312) 814-6251 (Fax) Springfield: 535 W. Jefferson Street 1st Floor Springfield, IL 62702 (217) 785-5100

(866) 740-3953 (TTY)

(217) 785-5106 (Fax)

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

9/18 . web version . IOCI19-0181

REV. 09/2018

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:

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

dictates that the employee is entitled to the higher minimum wage rate. THIS NOTICE IS FOR INFORMATIONAL PURPOSES ONLY.

OFFICE OF THE ATTORNEY GENERAL

**EMPLOYMENT & REEMPLOYMENT RIGHTS ACT (330 ILCS 61)** 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

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.

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?

This notice is available for download on the Attorney General's website by going to <a href="www.illinoisattorneygeneral.gov/rights/veterans.html">www.illinoisattorneygeneral.gov/rights/veterans.html</a>. 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 <a href="www.ilga.gov/legislation/publicacts/100/PDF/100-1101.pdf">www.ilga.gov/legislation/publicacts/100/PDF/100-1101.pdf</a>.

This material is available in alternate format upon request.

FED

pre-employment screening or during the course **PROHIBITIONS** 

Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for exercising other rights under the Act.

private employers from using lie detector tests either for

Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related activities.

The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective employees of security service firms (armored

**ENFORCEMENT** The Secretary of Labor may bring court actions to restrain or job applicants may also bring their own court actions.

car, alarm, and quard), and of pharmaceutical manufacturers. distributors and dispensers

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.

DEPARTMENT OF LABOR

WH1462 REV. 07/2016

REV. 11/2020

**LEAVE ENTITLEMENTS** Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period

To care for the employee's spouse, child, or parent who has a qualifying serious health condition; For the employee's own qualifying serious health condition that makes the employee unable to perform the

An eligible employee who is a covered servicemember's spouse. child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness. An employee does not need to use leave in one block. When it is

medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule. Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must

**BENEFITS & PROTECTIONS** 

benefits, and other employment terms and conditions opposing any practice made unlawful by the FMLA, or being nvolved in any proceeding under or related to the FMLA.

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

**ELIGIBILITY REQUIREMENTS** 

Have worked for the employer for at least 12 months;

For additional information or to file a complaint: 1-866-4-USWAGE www.dol.gov/whd



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

• 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

• A 30-minute meal period is provided no later than the fifth

per day on non-school days and no more than 6 days or 48

www.labor.illinois.gov For more information or to file a complaint, contact us at:

This is a summary of laws that satisfies Illinois Department of Labor posting requirements. For a complete text of the laws, visit our

THIS POSTER MUST BE DISPLAYED WHERE EMPLOYEES CAN EASILY SEE IT. IL452-12/21 300 REV. 12/2021

Act posting, which indicates the federal minimum wage. Where federal and state rates both apply to an employee, the U.S. Department of Labor

YOUR RIGHTS UNDER THE ILLINOIS SERVICE MEMBER ISERRA (Illinois version of USERRA) protects the employment and benefits of service members who leave their civilian employment to serve

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

Both service members and employers can find more information on the Attorney General's ISERRA Advocate webpage at www.illinoisattorneygeneral.gov/rights/veterans.html or call the Military & Veterans Rights Helpline at **1-800-382-3000** to ask questions or

**EMPLOYEE RIGHTS EMPLOYEE POLYGRAPH PROTECTION ACT** The Employee Polygraph Protection Act prohibits most The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected

> that resulted in economic loss to the employer The law does not preempt any provision of any State or local law or any collective bargaining agreement which is more restrictive with

respect to lie detector tests. **EXAMINEE RIGHTS** Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examinees have a number of specific rights, including the right to a written notice before testing, the right to refuse or

of involvement in a workplace incident (theft, embezzlement, etc.)

discontinue a test, and the right not to have test results disclosed to unauthorized persons

violations and assess civil penalties against violators. Employees

**WAGE AND HOUR DIVISION** 1-866-487-9243 UNITED STATES DEPARTMENT TTY: 1-877-889-5627 www.dol.gov/whd

FED **EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT** THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

> Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite. \*Special "hours of service" requirements apply to airline flight

crew employees

**REQUESTING LEAVE** Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family

Have at least 1,250 hours of service in the 12 months before

inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified. Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

**EMPLOYER RESPONSIBILITIES** 

member cannot perform daily activities, or that hospitalization

or continuing medical treatment is necessary. Employees must

for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility. Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as

Once an employer becomes aware that an employee's need

**ENFORCEMENT** Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against The FMLA does not affect any federal or state law prohibiting

discrimination or supersede any state or local law or collective

bargaining agreement that provides greater family or medical



Workers' Compensation is a system of benefits 4. KEEP WITHIN THE TIME LIMITS. Generally, claims must be filed within three years of the

IF YOU HAVE A WORK-RELATED INJURY OR **ILLNESS, TAKE THE FOLLOWING STEPS:** GET MEDICAL ASSISTANCE. By law, your employer

by law to report accidents that result in more than

It is against the law for an employer to harass,

3. Call the Illinois Sexual Harassment and Discrimination Helpline at 1-877-236-7703 to talk to not treat people differently based on race, age, gender,

protected class named in the Act. This applies to all employer actions, including hiring, promotion, discipline CHICAGO, IL 60601 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

REPORT DISCRIMINATION To report discrimination, you may: 1. Contact your employer's human resources or

It is also unlawful for employers to treat people

participated in an investigation, or helped others

differently because they have reported discrimination,

exercise their right to complain about discrimination.

because you are pregnant or disabled.

personnel department.

(IDHR) to file a charge.

If so, you have the right to:

Your employer cannot:

Ask your employer for a reasonable

accommodation for your pregnancy, such as more

frequent bathroom breaks, assistance with heavy

**RETALIATION** 

2. Contact the Illinois Department of Human Rights

WAGE PAYMENT AND COLLECTION ACT **Payday Notice** 

PLACE AND TIME OF PAYMENT:

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?

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.

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 website at www.illinois.gov/dhr

Discriminate against you because of your

Department of Human Rights — IDHR Es ilegal que su empleador la despida, se niegue a contratarla o a proporcionarle una adaptación razonable a causa de su embarazo. Para obtener

> For immediate help or if you have questions regarding your rights. Call (312) 814-6200 or (217) 785-5100 or (866) 740-3953 (TTY) CHICAGO OFFICE **SPRINGFIELD OFFICE** 524 S 2ND STEET, 555 W Monroe St

STE. 700 3RD FLOOR INTAKE UNIT INTAKE UNIT CHICAGO, IL 60661 Springfield, IL 62701 (312) 814-6200 (217) 785-5100 The charge process may be initiated by completing the form at: http://www.illinois.gov/dhr

IDHR ENG . web . IOCI17-0405

REV. 07/2022

FED **Equal Employment Opportunity is THE LAW** Private Employers, State and Local Governments, Educational Institutions,

RACE, COLOR, RELIGION, SEX, **NATIONAL ORIGIN** Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably

accommodate an employee's religious practices where

the accommodation does not impose undue hardship. Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee,

barring undue hardship.

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. In addition to sex discrimination prohibited by Title VII

of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

equality of opportunity in all aspects of employment. **INDIVIDUALS WITH DISABILITIES** Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the

**MEDAL VETERANS** The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits job

**DISABLED, RECENTLY SEPARATED, OTHER** 

RACE, COLOR, NATIONAL ORIGIN, SEX

In addition to the protections of Title VII of the Civil EEOC-P/E-1

following bases: **GENETICS** Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring. promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or

> and requests for or receipt of genetic services by applicants, employees, or their family members. **RETALIATION** All of these Federal laws prohibit covered entities

proceeding, or otherwise opposes an unlawful employment practice

WHAT TO DO IF YOU BELIEVE DISCRIMINATION **HAS OCCURRED** There are strict time limits for filing charges of employment discrimination. To preserve the ability of EEOC to act on your behalf and to protect your right to file a private lawsuit, should you ultimately need to, you should contact EEOC promptly when discrimination

information about charge filing, is available at www.eeoc.gov.

Applicants to and employees of companies with a Federal government contract or subcontract are protected under

Federal law from discrimination on the following bases: RACE, COLOR, RELIGION, SEX, **NATIONAL ORIGIN** Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure

PROTECTED, AND ARMED FORCES SERVICE **Programs or Activities Receiving Federal Financial Assistance** 

Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment scrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance. EEOC 9/02 and OFCCP 8/08 Versions Useable With 11/09 Supplement

is suspected: The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for individuals with hearing impairments). EEOC field office information is available at www.eeoc.gov or in most telephone directories in the U.S. Government or Federal Government section. Additional information about EEOC, including **Employers Holding Federal Contracts or Subcontracts** 

> **RETALIATION** Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination under these Federal laws. Any person who believes a contractor has violated its

nondiscrimination or affirmative action obligations

Programs (OFCCP), U.S. Department of Labor, 200

under the authorities above should contact

The Office of Federal Contract Compliance

immediately:

Constitution Avenue, N.W., Washington, D.C. 20210, 1-800-397-6251 (toll-free) or (202) 693-1337 (TTY). OFCCP may also be contacted by e-mail at OFCCP-Public@dol.gov, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor.

If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.

**FILING A CLAIM** 

the total amount payable

workers for this purpose.

discrimination and retaliation

FED

REEMPLOYMENT RIGHTS

cases, a comparable job.

uniformed service;

uniformed service: or

initial employment;

reemployment:

because of this status.

connection.

then an employer may not deny you:

retention in employment;

perform service in the uniformed service and:

under other than honorable conditions.

are a past or present member of the •

is recovering from the violence;

temporarily or permanently relocating; or

of the Illinois Unemployment Insurance Act.

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.

Department of Employment Security office to the worker's home. To be eligible for

actively seeking work and, in addition, must not be disqualified under any provisions

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

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

A claimant may also be entitled to receive, in addition to the weekly benefit amount,

allowance is a percentage of the average weekly wage of the claimant in his or her

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,

**NOTE:** Illinois unemployment insurance benefits are paid from a trust fund to

Employment Security office. To locate the office nearest you, call 1-800-244-5631 or

be taken to their Illinois Department of Employment Security office.

access the locations though our website at www.ides.illinois.gov

Every claimant who files a new claim for unemployment insurance benefits must

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

such violence, with unpaid, job-guaranteed leave; reasonable accommodations; and protections from

is seeking or receiving medical help, legal assistance (including participation in legal

NOTICE — Employees must provide the employer with at least 48 hours prior notice, unless providing

49 employees, are entitled to a total of 8 workweeks of unpaid leave during any 12-month period. And

employees working for an employer with at least 50 employees are entitled to a total of 12 workweeks

advance notice is not practicable. If an employee is unable to provide advance notice, an employee

experiencing an incident of domestic violence, sexual violence, gender violence, or any other

to take other actions to increase the safety of the victim from future domestic, sexual, or gender

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

proceedings), counseling, safety planning, or other assistance;

violence, or any other crime of violence, or to ensure economic security.

weekly benefit amount is \$51. The statewide average weekly wage is calculated

serve an unpaid waiting week for which he has filed and is otherwise eligible.

base period. The weekly benefit amount plus any allowance for a dependent make up

be supplied by the Illinois Department of Employment Security to each employer

an allowance for a non-working spouse or a dependent child or children. The

Unemployment Insurance" to each worker separated from employment for an

benefits, an unemployed individual must be available for work, able to work and

Claims can be filed online at www.ides.illinois.gov or at the nearest 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. **If Your Benefit Year Begins:** This year between:

Your Base Period Will Be: Last year 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 year between: April 1 and June 30 Jan. 1 and Dec. 31 This year between: Last year between:

Oct. 1 and Dec. 31

highest calendar quarter

July 1 and Sept. 30

This year between:

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

April 1 and Dec. 31 and this year

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

compensation act or other similar acts, or if you only have worked within the last few

during the base period with at least \$440 of that amount being paid outside the

If you have been awarded temporary total disability benefits under a workers'

employers should provide employees with a statement of "low earnings" which should during the pay period. **TAXATION OF BENEFITS** which only employers contribute. No deductions may be made from the wages of 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 Unemployment insurance information is available from any Illinois Department of

Illinois Department of Revenue Form IL 1040 ES.

income tax withholding, if you do not choose to withhold, you may be required to

Illinois Department of Revenue 1-800-732-8866

make estimated tax payments using Internal Revenue Service Form 1040 ES and For additional information, call these toll-free numbers: Internal Revenue Service 1-800-829-1040.

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.

> 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 For information on filing a complaint please call: 312-793-6797 any other crime of violence, and employees who have a family or household member who is a victim of or visit the website:

> address the needs of the victim(s). Accommodations include, but are not limited to, an adjustment to the iob 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

https://www2.illinois.gov/idol/Laws-Rules/CONMED/Pages/vessa.aspx

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;

crime of violence, against the individual or the individual's family or household member; or Exercised any other rights under VESSA. labor.illinois.gov • DOL.Questions@lllinois.gov LINCOLN TOWER PLAZA MICHAEL A BILANDIC BUILDING

524 South 2nd Street, Suite 400 160 North LaSalle, Suite C-1300 2309 West Main Street, Suite 115

CHICAGO, ILLINOIS 60601-3150

(312) 793-2800

Fax: (312) 793-5257

has committed or threatened to commit domestic, sexual, or gender violence, or any other

The workplace is disrupted or threatened by the action of a person whom the individual states

Marion, Illinois 62959

(618) 993-7090

Fax: (618) 993-7258

YOUR RIGHTS UNDER USERRA

Springfield, Illinois 62701

(217) 782-6206

Fax: (217) 782-0596

**HEALTH INSURANCE PROTECTION** 

12/21 IOCI 22-0569

THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

dependents for up to 24 months while in the military.

you ensure that your employer receives advance written or verbal notice of your Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., preexisting condition exclusions) except for service-connected illnesses or injuries. **ENFORCEMENT** The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.

For assistance in filing a complaint, or for any other information on

USERRA, contact VETS at 1-866-4-USA-DOL or visit its website at

be viewed at <a href="https://webapps.dol.gov/elaws/vets/userra">https://webapps.dol.gov/elaws/vets/userra</a>.

If you leave your job to perform military service, you have the right to elect to

continue your existing employer-based health plan coverage for you and your

https://www.dol.gov/agencies/vets/. An interactive online USERRA Advisor can

If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation. You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA. The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and may be viewed on the internet at this address:

https://www.dol.gov/agencies/vets/programs/userra/poster Federal law requires

employers to notify employees of their rights under USERRA, and employers may

meet this requirement by displaying the text of this notice where they customarily

place notices for employees. In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service

U.S. Department of Labor • 1-866-487-2365 U.S. Department of Justice Office of Special Counsel

Employer Support of the Guard and Reserve • 1-800-336-4590



All workers have the right to: A safe workplace. Raise a safety or health concern with your employer or OSHA, or report a work-

hazards, including all hazardous substances in your workplace. Request a confidential OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. You have

related injury or illness, without being

Receive information and training on job

retaliated against.

OSHA on your behalf.

employer.

**ONLINE** 

participate) in an OSHA inspection and speak in private to the inspector. • File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been

Request copies of your medical records, tests

that measure hazards in the workplace, and

the right to have a representative contact

Participate (or have your representative)

retaliated against for using your rights.

See any OSHA citations issued to your

the workplace injury and illness log.

Contact OSHA. We can help.

This poster is available free from OSHA.

rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness. Comply with all applicable OSHA standards.

the alleged violations.



QR CODE Scan with phone camera: Go to: JJKeller.com/LLPverify Enter this code: 62800-012022

JJKeller.com/laborlaw 800-327-6868

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**Job Safety and Health** IT'S THE LAW!

against an employee for using any of their

 Notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related

inpatient hospitalization, amputation, or loss

On-Site Consultation services are available to small and medium-sized employers, without citation or penalty, through OSHA-supported consultation programs in every state.



62800 65758F FED-IL-ENG

The birth of a child or placement of a child for adoption or To bond with a child (leave must be taken within 1 year of the child's birth or placement);

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave,

> (1-866-487-9243) TTY: 1-877-889-5627 U.S. Department of Labor • Wage and Hour Division • WH1420



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. **Equal Pay Act** Hotline: 1-866-372-4365 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 a non-African American employees.

 Certain employees at large businesses may request wage/ salary history for their job title from IDOL. **Violent Crime Victims' Leave** Hotline: 1-866-372-4365 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

Workers under Age 16

hours per week;

hour of work

through September); and

Child Labor Hotline: 1-800-645-5784

· Children under the age of 14 may not work in most jobs, except under limited condition • 14 and 15-year-olds may work if the following requirements • Employment certificates have been issued by the school

524 SOUTH 2ND ST, SUITE 400, SPRINGFIELD, IL 62701 • SPRINGFIELD 217-782-6206 160 N. LaSalle, St, Suite C-1300, Chicago, IL 60601 • CHICAGO 312-793-2800 • MARION 618-993-7090

**EXEMPTIONS** 

UNITED STATES OF AMERICA

For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child,

comply with the employer's normal paid leave policies. While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

DEPARTMENT OF LABOR UNITED STATES OF AMERICA

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2. NOTIFY YOUR EMPLOYER. You must notify your

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

EMPLOYER'S FEIN

DEPARTMENT OF HUMAN RIGHTS — IDHR

(312) 814-6200 (866) 740-3953 (TTY)

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

información sobre el embarazo y sus derechos en el lugar de trabajo en español, visite: www.illinois.gov/dhr **ILLINOIS DEPARTMENT OF Human Rights** 

**Employment Agencies and Labor Organizations** Applicants to and employees of most private employers, state and local governments, educational institutions employment agencies and labor organizations are protected under Federal law from discrimination on the

> from retaliating against a person who files a charge of discrimination, participates in a discrimination

disorders in family members (family medical history);

(veterans who served during a war or in a campaign or expedition for which a campaign badge has been authorized), and Armed Forces service medal veterans (veterans who, while on active duty, participated in a U.S. military operation for which an Armed Forces service medal was awarded).

discrimination and requires affirmative action to employ

and advance in employment disabled veterans, recently

separated veterans (within three years of discharge

or release from active duty), other protected veterans

**INDIVIDUALS WITH DISABILITIES** Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job.

REV. 11/2009

JAN2022

must provide notice when an employee is able to do so, within a reasonable period of time after the **CERTIFICATION** — An employer may require the employee to provide certification of the domestic, sexual, or gender violence, or any other crime of violence, and that leave is to address the violence. Certification may include a sworn statement of the employee and other documentation such as a letter from a victims' services organization, a court record, or any other corroborating evidence, but only if that documentation is in the possession of the employee. The employee may choose which documentation to submit. The employer may not require more than one document related to the same incident or perpetrator of violence in one year. All information related to domestic, sexual, or gender violence, or any other crime of violence, is to be kept in the strictest confidence by the employer. **DURATION OF LEAVE** — VESSA provides that employees working for an employer with at least 1 employee, but no more than 14 employees, are entitled to a total of 4 workweeks of unpaid leave during any 12-month period. Employees working for an employer with at least 15, but no more than

> 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 employee 12 weeks Leave may be taken consecutively, intermittently, or on a reduced work schedule basis

you have five years or less of cumulative service in the uniformed services while you return to work or apply for reemployment in a timely manner after conclusion of service; and you have not been separated from service with a disqualifying discharge or

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

If you are eligible to be reemployed, you must be restored to the job and benefits you

would have attained if you had not been absent due to military service or, in some

You have the right to be reemployed in your civilian job if you leave that job to

uniformed service; have applied for membership in the promotion: or any benefit of employment

are obligated to serve in the

 Provide employees a workplace free from recognized hazards. It is illegal to retaliate

**Employers must:** 

of an eye.

 Provide required training to all workers in a language and vocabulary they can understand. Prominently display this poster in the workplace. Post OSHA citations at or near the place of

1-800-321-OSHA (6742) • TTY 1-877-889-5627 • www.osha.gov

To update your labor law posters contact **TWO** ways to verify poster compliance! J. J. Keller & Associates, Inc.