FILING A CLAIM

the total amount payable

workers for this purpose.

discrimination and retaliation

is recovering from the violence:

temporarily or permanently relocating; or

Number of employees

1-14 employees

15-49 employees

50 or more employee

REEMPLOYMENT RIGHTS

perform service in the uniformed service and:

under other than honorable conditions.

are a past or present member of the •

have applied for membership in the

conclusion of service; and

cases, a comparable job.

uniformed service;

uniformed service: or

initial employment;

reemployment:

because of this status.

then an employer may not deny you:

retention in employment;

FED

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,

be taken to their Illinois Department of Employment Security office.

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

employers should provide employees with a statement of "low earnings" which should

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

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

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

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

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

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

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

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

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

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

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

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

you return to work or apply for reemployment in a timely manner after

you have not been separated from service with a disqualifying discharge or

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

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

In addition, an employer may not retaliate against anyone assisting in the

you ensure that your employer receives advance written or verbal notice of your

you have five years or less of cumulative service in the uniformed services while

Leave permitted

4 weeks

8 weeks

12 weeks

are obligated to serve in the

any benefit of employment

uniformed service;

promotion: or

documentation to submit. The employer may not require more than one document related to the same

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

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

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

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.

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

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

If Your Benefit Year Begins:

This year between:

This year between:

April 1 and June 30

This year between:

July 1 and Sept. 30

This year between:

Oct. 1 and Dec. 31

highest calendar quarter

office for more information.

REPORTING TIPS

during the pay period.

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

YOUR RIGHTS UNDER USERRA

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.

TAXATION OF BENEFITS

Illinois Department of Revenue Form IL 1040 ES.

Illinois Department of Revenue 1-800-732-8866

Internal Revenue Service 1-800-829-1040.

For additional information, call these toll-free numbers:

Jan. 1 and March 31

Your Base Period Will Be:

Jan. 1 and Sept. 30 and the year

April 1 and Dec. 31 and this year

July 1 and Dec. 31 and this year

between Jan. 1 and June 30

between Jan. 1 and March 31

before between Oct. 1 and Dec. 31

Last year between:

Last year between:

Last year between:

Last year between:

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

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

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

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

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

or visit the website:

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

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

DISCRIMINATION AND RETALIATION - VESSA prohibits employers from discriminating, retaliating, or

Requested an accommodation, regardless of whether the accommodation was granted;

Is or is perceived to be a victim of domestic, sexual, or gender violence, or any other crime of

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

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

labor.illinois.gov • DOL.Questions@lllinois.gov

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

Marion, Illinois 62959

(618) 993-7090

Fax: (618) 993-7258

MICHAEL A BILANDIC BUILDING

CHICAGO, ILLINOIS 60601-3150

(312) 793-2800

Fax: (312) 793-5257

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

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., pre-

The U.S. Department of Labor, Veterans Employment and Training Service

If you file a complaint with VETS and VETS is unable to resolve it, you may

You may also bypass the VETS process and bring a civil action against an

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:

 $\underline{\text{https://www.dol.gov/agencies/vets/programs/userra/poster}} \ \text{Federal law requires}$

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

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 https://webapps.dol.gov/elaws/vets/userra.

Special Counsel, as applicable, for representation.

employer for violations of USERRA.

place notices for employees.

existing condition exclusions) except for service-connected illnesses or injuries.

(VETS) is authorized to investigate and resolve complaints of USERRA violations.

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

request that your case be referred to the Department of Justice or the Office of

dependents for up to 24 months while in the military.

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

otherwise treating an employee or job applicant unfavorably if the individual involved:

violence, or any other crime of violence;

Exercised any other rights under VESSA.

LINCOLN TOWER PLAZA

Springfield, Illinois 62701

(217) 782-6206

Fax: (217) 782-0596

HEALTH INSURANCE PROTECTION

ENFORCEMENT

12/21 IOCI 22-0569

Requested or took VESSA leave for any reason;

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

Jan. 1 and Dec. 31

DEPARTMENT OF EMPLOYMENT SECURITY NOTICE

to workers about Unemployment Insurance Benefits

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

FED 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. **OVERTIME PAY** At least 1½ times the regular rate of pay for all hours worked over 40

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, noncomplaint or participate in any proceeding under the FLSA. hazardous jobs with certain work hours restrictions. Different rules apply in agricultural employment.

TIP CREDIT 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 difference. **PUMP AT WORK** The FLSA requires employers to provide reasonable break time for a nursing employee to express breast milk for their nursing child for one year after the child's birth each time the employee needs to express breast milk. Employers must provide a place, other than a

bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by the employee to **ENFORCEMENT**

The Department has authority to recover back wages and an equal

overtime, and other violations. The Department may litigate and/or

amount in liquidated damages in instances of minimum wage,

DEPARTMENT OF LABOR

UNITED STATES OF AMERICA

Wage Increases Schedule

Effective Jan. 1, 2023 . . . \$13.00

Effective Jan. 1, 2024 . . . \$14.00

Effective Jan. 1, 2025 . . . \$15.00

WAGE AND HOUR DIVISION

1-866-487-9243

Department of Labor

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

each child labor violation that results in the death or serious injury

of any minor employee, and such assessments may be doubled

ADDITIONAL INFORMATION

Commonwealth of Puerto Rico.

employers must comply with both.

independent contractors are not.

penalties may also be assessed for violations of the FLSA's child labor

ovisions. Heightened civil money penalties may be assessed for

when the violations are determined to be willful or repeated. The law

Certain occupations and establishments are exempt from

Certain narrow exemptions also apply to the pump at work

Special provisions apply to workers in American Samoa, the

Commonwealth of the Northern Mariana Islands, and the

Some state laws provide greater employee protections;

Some employers incorrectly classify workers as

"independent contractors" when they are actually

exempt) are entitled to the FLSA's minimum wage

employees under the FLSA. It is important to know the

and overtime pay protections and correctly classified

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

Employees must be afforded reasonable bathroom breaks.

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,

Employers and employment agencies are banned from asking

and other compensation with their co-workers and colleagues.

• Employees may disclose or discuss their own salaries, benefits,

• 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/

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

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

• 14 and 15-year-olds may work if the following requirements

• Employment certificates have been issued by the school

• The work is not deemed a hazardous occupation (a full

• Work is limited to 3 hours per day on school days, 8 hours

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

IL452-01/23 23-0625

REV. 01/2023

• Work is performed only between the hours of 7 a.m.

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

listing can be found on our website);

district and filed with the Department of Labor confirming

perform the job, and that the job will not interfere with the

that a minor is old enough to work, physically capable to

salary history for their job title from IDOL.

Violent Crime Victims' Leave

Child Labor Hotline: 1-800-645-5784

except under limited conditions

minor's education:

hour of work

Hotline: 1-866-372-4365

during a 12-month period

Workers under Age 16

applicants past wage and compensation histories.

Equal Pay Act Hotline: 1-866-372-4365

or factors other than gender

difference between the two because employees (unless

also prohibits retaliating against or discharging workers who file a

the minimum wage, and/or overtime pay provisions



LABOR

LAWS

Department of Labor **Your Rights Under Illinois**

Employment Laws the start of work, and an additional 20 minutes if working a 12

Minimum Wage \$13.00 per hour (Effective Jan. 1, 2023) and Overtime Hotline: 1-800-478-3998 Coverage: 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. For more information, visit our website. (See wage increases Tipped Employees: Must be paid at least 60% of the

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

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

Provides employees with 24 consecutive hours of rest within

This is a summary of laws that satisfies Illinois Department of Labor posting requirements. 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: 524 South 2nd St, Suite 400, Springfield, IL 62701 \bullet Springfield 217-782-6206

160 N. LaSalle, St, Suite C-1300, Chicago, IL 60601 • CHICAGO 312-793-2800 • MARION 618-993-7090 THIS POSTER MUST BE DISPLAYED WHERE EMPLOYEES CAN EASILY SEE IT.

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

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

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

OFFICE OF THE ATTORNEY GENERAL 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 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. 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

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 $This notice is available for download on the Attorney General's website by going \ to \underline{www.illinoisattorneygeneral.gov/rights/veterans.html.} \\$

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.

This material is available in alternate format upon request.

REV. 11/2020

The law does not preempt any provision of any State or local law or any

collective bargaining agreement which is more restrictive with respec

Where polygraph tests are permitted, they are subject to numerous

Examinees have a number of specific rights, including the right to

a written notice before testing, the right to refuse or discontinue a

test, and the right not to have test results disclosed to unauthorized

The Secretary of Labor may bring court actions to restrain violations

strict standards concerning the conduct and length of the test.

resulted in economic loss to the employe

EXAMINEE RIGHTS

ENFORCEMENT

FED

EMPLOYEE RIGHTS EMPLOYEE POLYGRAPH PROTECTION ACT The Employee Polygraph Protection Act prohibits most private The Act also permits polygraph testing, subject to restrictions, of employers from using lie detector tests either for pre-employment certain employees of private firms who are reasonably suspected of screening or during the course of employment. involvement in a workplace incident (theft, embezzlement, etc.) that

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

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

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 car, alarm and guard), and of pharmaceutical manufacturers, distributors and

and assess civil penalties against violators. Employees or job applicants may also bring their own court actions.

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

1-866-487-9243

DEPARTMENT OF LABOR UNITED STATES OF AMERICA

WAGE AND HOUR DIVISION UNITED STATES DEPARTMENT www.dol.gov/agencies/whd

REV. 02/2022

FED Your Employee Rights Under the Family and Medical Leave Act

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most

Your serious mental or physical health condition that makes To care for your spouse, child or parent with a serious mental or physical health condition, and

Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness **may** take up to 26 workweeks of FMLA leave in a single 12-month You have the right to use FMLA leave in one block of time. When it is medically necessary or otherwise permitted, you may take

FMLA leave intermittently in separate blocks of time, or on a reduced schedule by working less hours each day or week. Read Fact Sheet #28M(c) for more information. FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your mployer's paid leave policy covers the reason for which you need

Am I eligible to take FMLA leave? You are an eligible employee if all of the following apply: You work for a covered employer,

You have worked for your employer at least 12 months, You have at least 1,250 hours of service for your employer during the 12 months before your leave, and Your employer has at least 50 employees within 75 miles of

your work location. Airline flight crew employees have different "hours of service" You work for a covered employer if one of the following applies: You work for a private employer that had at least 50

employees during at least 20 workweeks in the current or previous calendar year You work for an elementary or public or private secondary You work for a public agency, such as a local, state or

covered by Title II of the FMLA, administered by the Office of Personnel Management How do I request FMLA leave?

Generally, to request FMLA leave you must: Follow your employer's normal policies for requesting Give notice at least 30 days before your need for FMLA

DEPARTMENT OF LABOR UNITED STATES OF AMERICA WAGE AND HOUR DIVISION UNITED STATES DEPARTMENT OF LABOR

Where can I find more information?



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 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.

ILLNESS, TAKE THE FOLLOWING STEPS: to cure or relieve the effects of the injury or illness.

GET MEDICAL ASSISTANCE. By law, your employer must pay for all necessary medical services required 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.

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 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.

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.

claims must be filed within three years of the injury or disablement from an occupational disease, or within two years of the last workers' 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.

Toll-free: 866/352-3033 Peoria: 309/671-3019 Web site: www.iwcc.il.gov Rockford: 815/987-7292

It is against the law for an employer to harass,

4. KEEP WITHIN THE TIME LIMITS. Generally,

compensation payment, whichever is later. Claims for

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

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

Party Handling Workers

IN EACH WORKPLACE AND COMPLETE THE **INFORMATION BELOW.**

REV. 10/2011

JOB DISCRIMINATION AND SEXUAL HARASSMENT. The Illinois Human Rights Act states that you have **the**

DEPARTMENT OF HUMAN RIGHTS — IDHR

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 and discharge 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,

personnel department. 2. Contact the Illinois Department of Human Rights (IDHR) to file a charge.

3. Call the Illinois Sexual Harassment and Discrimination Helpline at 1-877-236-7703 to talk to someone about your concerns. 555 W Monroe Street, 7th Floor CHICAGO, IL 60661

> 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 Email: IDHR.Intake@illinois.gov

where employees can readily see it. This notice is available for download at: www.illinois.gov/dhr version. IDHR 9/2022

REV. 09/2022

WAGE PAYMENT AND COLLECTION ACT

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:

Are you pregnant, recovering from childbirth, or do you have a medical or common condition

related to pregnancy?

If so, you have the right to: 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 employer cannot: Discriminate against you because of your 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 dhr.illinois.gov

FED

Who is Protected?

Race

Color

Religion

Disability

National origin

Age (40 and older)

Job applicants

and temporary employees

Union members and applicants for membership in

What Types of Employment Discrimination are

Under the EEOC's laws, an employer may not discriminate

against you, regardless of your immigration status, on the

Sex (including pregnancy, childbirth, and related

medical conditions, sexual orientation, or gender

Genetic information (including employer requests

for, or purchase, use, or disclosure of genetic tests,

Retaliation for filing a charge, reasonably opposing

exercising rights regarding disability discrimination

discrimination, or participating in a discrimination

genetic services, or family medical history)

Interference, coercion, or threats related to

State and local governments (as employers)

What Employment Practices can be Challenged

Harassment (including unwelcome verbal or physical

Failure to provide reasonable accommodation for a

disability: pregnancy, childbirth, or related medical

condition; or a sincerely-held religious belief,

Obtaining or disclosing genetic information of

Requesting or disclosing medical information of

from opposing discrimination, filing a charge, or

participating in an investigation or proceeding

Conduct that coerces, intimidates, threatens, or

interferes with someone exercising their rights, or

exercise rights, regarding disability discrimination

(including accommodation) or pregnancy

What can You Do if You Believe Discrimination

Contact the EEOC promptly if you suspect discrimination.

Do not delay, because there are strict time limits for filing

Submit an inquiry through the EEOC's public portal:

1-844-234-5122 (ASL video phone)

an EEOC field office (information at

1-800-669-4000 (toll free)

www.eeoc.gov/field-office)

Additional information about the EEOC,

including information about filing a

charge of discrimination, is available at

info@eeoc.gov

1-800-669-6820 (TTY)

a charge of discrimination (180 or 300 days, depending on

where you live/work). You can reach the EEOC in any of the

EMPLOYERS HOLDING FEDERAL

CONTRACTS OR SUBCONTRACTS

nondiscrimination and affirmative action commitments of

companies doing business with the Federal Government.

If you are applying for a job with, or are an employee of, a

The Department of Labor's Office of Federal Contract

Compliance Programs (OFCCP) enforces the

This poster is in compliance with federal and state posting requirements.

someone assisting or encouraging someone else to

Conduct that might reasonably discourage someone

Educational institutions (as employers)

Pay (unequal wages or compensation)

lawsuit, investigation, or proceeding

or pregnancy accommodation

What Organizations are Covered?

Most private employers

All aspects of employment, including:

Hiring or promotion

observance or practice

Assignment

Benefits

Referral

has Occurred?

following ways:

employees

Job training

Classification

Discharge, firing, or lay-off

Staffing agencies

as Discriminatory?

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

U.S. Equal Employment Opportunity Commission

following bases:

Disability

Es ilegal que su empleador la despida, se niegue a contratarla o a proporcionarle una adaptación razonable a causa de su embarazo. Para obtener nformación sobre el embarazo y sus derechos en el lugar de trabajo en español, visite dhr.illinois.gov **ILLINOIS DEPARTMENT OF**

(312) 814-6200 or (217) 785-5100 or (866) 740-3953 (TTY) CHICAGO 555 WEST MONROE ST. 524 S. 2ND St.

SUITE 700, SUITE 300 INTAKE UNIT INTAKE UNIT Springfield, IL 62701 CHICAGO, IL 60661 (312) 814-6200 (217) 785-5100 Learn more, contact IDHR, or initiate a charge at: https://dhr.illinois.gov

REV. 02/2023

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

REV. 05/2022



Job Safety and Health IT'S THE LAW!

All workers have the right to:

retaliated against.

 A safe workplace. Raise a safety or health concern with your employer or OSHA, or report a workrelated injury or illness, without being

Receive information and training on job 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 the right to have a representative contact OSHA on your behalf.

participate) in an OSHA inspection and speak in private to the inspector. File a complaint with OSHA within 30 days

Participate (or have your representative)

(by phone, online or by mail) if you have been retaliated against for using your rights. See any OSHA citations issued to your employer.

Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

This poster is available free from OSHA.

ONLINE

Contact OSHA. We can help.

Employers must:

 Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their 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. Notify OSHA within 8 hours of a workplace

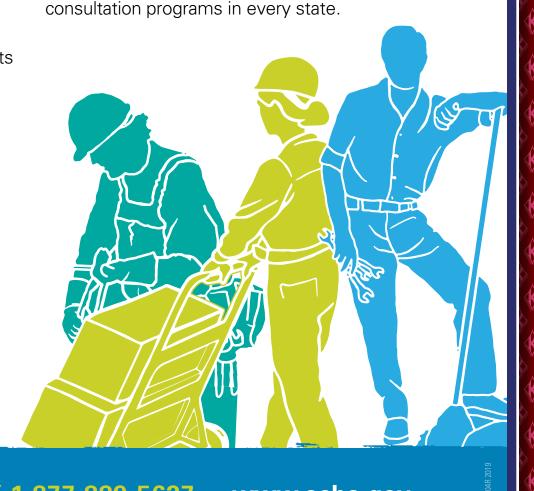
fatality or within 24 hours of any work-related inpatient hospitalization, amputation, or loss of an eye.

language and vocabulary they can understand. Prominently display this poster in the workplace.

Post OSHA citations at or near the place of

Provide required training to all workers in a

the alleged violations. On-Site Consultation services are available to small and medium-sized employers, without citation or penalty, through OSHA-supported



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. JJKeller.com/laborlaw **QR CODE**) Scan with phone camera 800-327-6868 Go to: JJKeller.com/LLPverify Enter this code: 69366-062023

JUN2023 65758F

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Since 1953

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If advance notice is not possible, give notice as soon as possible. You do not have to share a medical diagnosis but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You must also inform your employer if FMLA leave was previously taken or approved for the same reason when requesting additional leave. Eligible employees can take up to 12 workweeks of FMLA leave in Your **employer may request certification** from a health care a 12-month period for: provider to verify medical leave and may request certification of a The birth, adoption or foster placement of a child with you, qualifying exigency. The FMLA does not affect any federal or state law prohibiting

> bargaining agreement that provides greater family or medical State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress

> > Allow you to take job-protected time off work for a

Your **employer cannot interfere with your FMLA rights** or

For example, your employer cannot retaliate against you for

threaten or punish you for exercising your rights under the law.

What does my employer need to do?

If you are eligible for FMLA leave, your employer must:

discrimination or supersede any state or local law or collective

Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your

requesting FMLA leave or cooperating with a WHD investigation After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your employer must confirm whether you are eligible or not eligible for FMLA leave. If your employer determines that you are eligible, your **employer must** notify you in writing: About your FMLA rights and responsibilities, and How much of your requested leave, if any, will be FMLA-

Call 1-866-487-9243 or visit dol.gov/fmla to learn more. If you believe your rights under the FMLA have been violated, you nay file a complaint with WHD or file a private lawsuit against your employer in court. Scan the QR code to learn about our WHD SCAN ME

REV. 04/2023

IF YOU HAVE A WORK-RELATED INJURY OR

NOTIFY YOUR EMPLOYER. You must notify your employer of the accidental injury or illness within

YOU HAVE THE RIGHT TO BE FREE FROM right to be free from unlawful discrimination and **sexual harassment**. This means that employers may

You also have the right to reasonable accommodations

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

(312) 814-6200 (866) 740-3953 (TTY) (312) 814-6251 (Fax)

Employers shall make this poster available and display it

Human Rights For immediate help or if you have questions, call **SPRINGFIELD OFFICE**

IDHR ENG. web.

Know Your Rights: Workplace Discrimination is Illegal The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in employment. If you believe you've been discriminated against at work or in applying for a job, the EEOC may be able to help. company with a Federal contract or subcontract, you are protected under Federal law from discrimination on the Employees (current and former), including managers

> Executive Order 11246, as amended, prohibits employment discrimination by Federal contractors based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment. Asking About, Disclosing, or Discussing Pay Executive Order 11246, as amended, protects applicants and employees of Federal contractors from discrimination based on inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or

Section 503 of the Rehabilitation Act of 1973, as amended,

protects qualified individuals with disabilities from

discrimination in hiring, promotion, discharge, pay,

fringe benefits, job training, classification, referral, and

Race, Color, Religion, Sex, Sexual Orientation,

Gender Identity, National Origin

other aspects of employment by Federal contractors. 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 to the employer. 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 executive level.

Protected Veteran Status

Programs (OFCCP)

U.S. Department of Labor

Washington, D.C. 20210

1-800-397-6251 (toll-free)

200 Constitution Avenue, N.W.

years of discharge or release from active duty), active duty wartime or campaign badge veterans, or Armed Forces Retaliation Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination by Federal contractors under these Federal laws. Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under OFCCP's authorities should contact immediately: The Office of Federal Contract Compliance

If you are deaf, hard of hearing, or have a speech

relay services. OFCCP may also be contacted by

regional or district office, listed in most telephone

directories under U.S. Government, Department

of Labor and on OFCCP's "Contact Us" webpage at

disability, please dial 7-1-1 to access telecommunications

submitting a question online to OFCCP's Help Desk at

https://ofccphelpdesk.dol.gov/s/, or by calling an OFCCP

The Vietnam Era Veterans' Readjustment Assistance Act of

1974, as amended, 38 U.S.C. 4212, prohibits employment

discrimination against, and requires affirmative action to recruit, employ, and advance in employment, disabled

veterans, recently separated veterans (i.e., within three

https://www.dol.gov/agencies/ofccp/contact PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE Race, Color, National Origin, Sex In addition to the protections of Title VII of the Civil 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

of the financial assistance is provision of employment,

or where employment discrimination causes or may

discrimination is covered by Title VI if the primary objective

receiving Federal financial assistance. Employment

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 **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

If you believe you have been discriminated against in a

perform the essential functions of the job.

program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance. REV. 06/27/2023

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