

# LABOR

LAWS

Since 1953

# **FEDERAL**

# ILLINOIS

#### **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.

WAGE AND HOUR DIVISION

OF LABOR

UNITED STATES DEPARTMENT

Department of Labor

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

Your Rights Under Illinois Employment Laws

40 hours per week when school is not in session.

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

Employees must receive their final compensation,

bonuses on their next regularly scheduled payday.

including earned wages, vacation pay, commissions and

Unauthorized deductions from paychecks are not allowed

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

Employer must provide an employee with a paystub for

through September); and

fifth hour of work.

WAGE PAYMENT AND COLLECTION ACT

except as specified by law.

every pay period.

Hotline: 1-800-645-5784

Unpaid Wages

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

days or 18 hours per week when school is in session or

#### **OVERTIME PAY**

#### 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

#### **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 express breast milk.

#### **ENFORCEMENT**

DEPARTMENT OF LABOR

UNITED STATES OF AMERICA

The mission of the Illinois Department of Labor is to protect

and safety of Illinois workers by enforcing State labor and

employers, and increasing public awareness of workplace

yment laws, providing compliance assistance to

protections. Through enforcement, education, and community

artnerships, the Department works to ensure that workers

are paid what they are owed and that employers who follow

plies 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

es to tipped employees. If an employee's tips combined

with the wages from the employer do not equal the minimum wage, the employer must make up the difference.

Applies to youths (under 18) working fewer than 650 hours

Most hourly employees and some salaried employees are

covered by the overtime law and must be compensated at

time and one-half their regular pay for hours worked over 40

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

Employment certificates have been issued by the

school district and filed with the Department of Labor

capable to perform the job, and that the job will not

confirming that a minor is old enough to work, physically

The work is not deemed a hazardous occupation (a ful

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

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

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

interfere with the minor's education;

listing can be found on our website);

the law remain competit

ffective Jan. 1 2025

per calendar year.

Overtim

in a workwee

Child Labor

Hotline: 1-800-478-3998

VORKERS UNDER AGE 16

ents are met

Minimum Wage & Overtime

SETS MINIMUM WAGE FOR EMPLOYEES

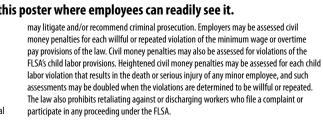
\$15.00 PER HOUR

**\$9.00** per HOUR

\$13.00 PER HOUR

and promote the wages, welfare, working conditions,

The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department



#### **ADDITIONAL INFORMATION**

Certain occupations and establishments are exempt from the minimum wage. and/or overtime pay provisions. Certain narrow exemptions also apply to the pump at work requirements. Special provisions apply to workers in American Samoa, the Commonwealth o the Northern Mariana Islands, and the Commonwealth of Puerto Rico. Some state laws provide greater emplo with both. Some employers incorrectly classify y

when they are actually employees ur difference between the two becaus the FLSA's minimum wage and over independent contractors are not. Certain full-time students student le disabilities may be paid less than the issued by the Department of Labor.

ILCS 154 et seq.) are entitled to 2 additional weeks

Workers: Earn up to 40 hours of paid leave from work

Use: Workers can use paid leave for any reason of their

choosing. Employers may not require workers to provide a

received notice of the death of the victim

Hotline: 1-312-793-2800

**REQUIRES PAID LEAVE FOR ANY REASON** 

reason for their paid leave request.

leave does not have to be carried ove

exercise their rights under this law.

ting Policy and Exclusio

period (frontloading

Paid Leave

per vear.

unpaid leave for certain reasons relating to a family or

household member's death due to a crime of violence to

be completed within 60 days after the date the employe



WH1088

REV. 04/2023





FED

Illegal?

Race

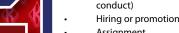
Color

Religion

National origi

Who is Protected?

All aspects of employment, including Discharge, firing, or lay-off



## Assignment

Pay (unequal wages or compensation) Failure to provide reasonable accommodation for a disability; pregnancy, childbirth, or related medical or practice Benefits Job training Classification Referral

#### Conduct that coerces, intimidates, threatens, or interferes with someone exercising their rights, or someone assisting or encouraging someone else to exercise rights, regarding disability discrimination (including accommodation) or pregnancy accommodation

Contact the EEOC promptly if you suspect discrimination. Do not delay, because there are strict time limits for filing a charge of work). You can reach the EEOC in any of the following ways:

**Submit** an inquiry through the EEOC's public portal: https://publicportal.eeoc.gov/Portal/Login.aspx

## EMPLOYERS HOLDING FEDERAL CONTRACTS

**OR SUBCONTRACTS** The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) enforces the 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 company with a Federal contract or subcontract, you are protected under Federal law from discrimination on the following

#### Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin

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 spects 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 employees. Disability

Section 503 of the Rehabilitation Act of 1973 as amended protects gualified individuals with disabilities from discrimination iring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment by Federal contractors. Disability discrimination includes not making easonable 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

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 years of discharge or release from active duty), active duty wartime or campaign badge veterans, or Armed Forces service medal veterans.

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

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 Programs (OFCCP) U.S. Department of Labor

200 Constitution Avenue, N.W

Washington, D.C. 20210 1-800-397-6251 (toll-free)

If you are deaf, hard of hearing, or have a speech disability, please dial 7–1–1 to access telecommunications relay services. OFCCP may also be contacted by submitting a question online to OFCCP's Help Desk at https://ofccphelpdesk.dol.gov/s/, or by calling an OFCCP regional or district office, listed in most telephone directories under J.S. Government, Department of Labor and on OFCCP's "Contact

Us" webpage at 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 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 discrimination causes

## Your Employee Rights Under the Family and Medical Leave Act

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

Your employer may request certification from a health care provider to verify medical leave and may request certification of a qualifying exigency. 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 leave rights.

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 o

#### What does my employer need to do?

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

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

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 le

Your employer cannot interfere with your FMLA rights or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for 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-protected leave

#### Where can I find more information? 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 may file a complaint with WHD or file a private lawsuit against your employer in court. Scan the QR code to learn about our WHD complaint proce

The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of

The law does not preempt any provision of any State or local law or any collective bargaining agreement which is more restrictive with

Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examinee:

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

involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employed

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



WH1420

REV. 04/2023

REV. 02/2022

## EMPLOYEE RIGHTS EMPLOYEE POLYGRAPH PROTECTION ACT

The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for ent screening or during the course of empl

#### PROHIBITIONS

FED

FED

information

What is FMLA leave

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

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with job-protected leave for qualifying family and

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

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

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

You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar yea

You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the

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 employer's paid

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

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.

You work for an elementary or public or private secondary school, or

FMLA, administered by the Office of Personnel Management.

Follow your employer's normal policies for requesting leave

Give notice at least 30 days before your need for FMLA leave, o

If advance notice is not possible, give notice as soon as possible

medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employee

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

Eligible employees can take up to 12 workweeks of FMLA leave in a 12-month period for:

workweeks of FMLA leave in a single 12-month period to care for the servicemember

leave policy covers the reason for which you need FMLA leave

You are an eligible employee if all of the following apply:

You have worked for your employer at least 12 months

Airline flight crew employees have different "hours of service" requirements

You work for a covered employer if one of the following applies

You work for a covered employe

Am I eligible to take FMLA leave?

How do I request FMLA leave?

DEPARTMENT OF LABOR

FED

UNITED STATES OF AMERICA

Generally, to request FMLA leave you must

Your serious mental or physical health condition that makes you unable to work,

The birth, adoption or foster placement of a child with you

#### EXEMPTIONS

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 The Secretary of Labor may bring court actions to restrain violations and assess civil penalties against violators. Employees or job applicants employees of security service firms (armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers. may also bring their own court actions.

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





respect to lie detector tests

EXAMINEE RIGHTS

ENFORCEMEN'

not to have test results disclosed to unauthorized persons

YOUR RIGHTS UNDER USERRA THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

condition; or a sincerely-held religious belief, observance Obtaining or disclosing genetic information of employees Requesting or disclosing medical information of employees Conduct that might reasonably discourage someone from opposing discrimination, filing a charge, or participating in an investigation or proceeding

What can You Do if You Believe Discrimination has

## Occurred?

discrimination (180 or 300 days, depending on where you live/

### Accrual: Workers earn 1 hour of paid leave for every 40 hours they work. Employers may also provide workers with all naid leave hours at the start of the 12-month Carrvover: Workers rollover all unused accrued paid leave at the end of the year. Any unused frontloaded

Retaliation is prohibited: Penalties may apply to employers that take adverse action against workers who

ployee protections; employers must comply		•	Age (40 and older)
		•	Disability
workers as "independent contractors" inder the FLSA. It is important to know the e employees (unless exempt) are entitled to time pay protections and correctly classified		•	Genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic services, or family medical history)
earners, apprentices, and workers with	<b>S</b>	•	Retaliation for filing a charge, reasonably opposing discrimination, or participating in a discrimination laws investigation, or proceeding
e minimum wage under special certificates		•	Interference, coercion, or threats related to exercising

mination, or participating in a discrimination lawsuit, igation, or proceeding ference, coercion, or threats related to exercising rights regarding disability discrimination or pregnancy

#### What Organizations are Covered? Most private employers

job, the EEOC may be able to help.

temporary employees

Job applicants

Employees (current and former), including managers and

Union members and applicants for membership in a union

Sex (including pregnancy, childbirth, and related medical

What Types of Employment Discrimination are

you, regardless of your immigration status, on the bases of:

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

conditions, sexual orientation, or gender identity)

State and local governments (as employers) Educational institutions (as employers)

## Staffing agencies

What Employment Practices can be Challenged as Harassment (including unwelcome verbal or physical

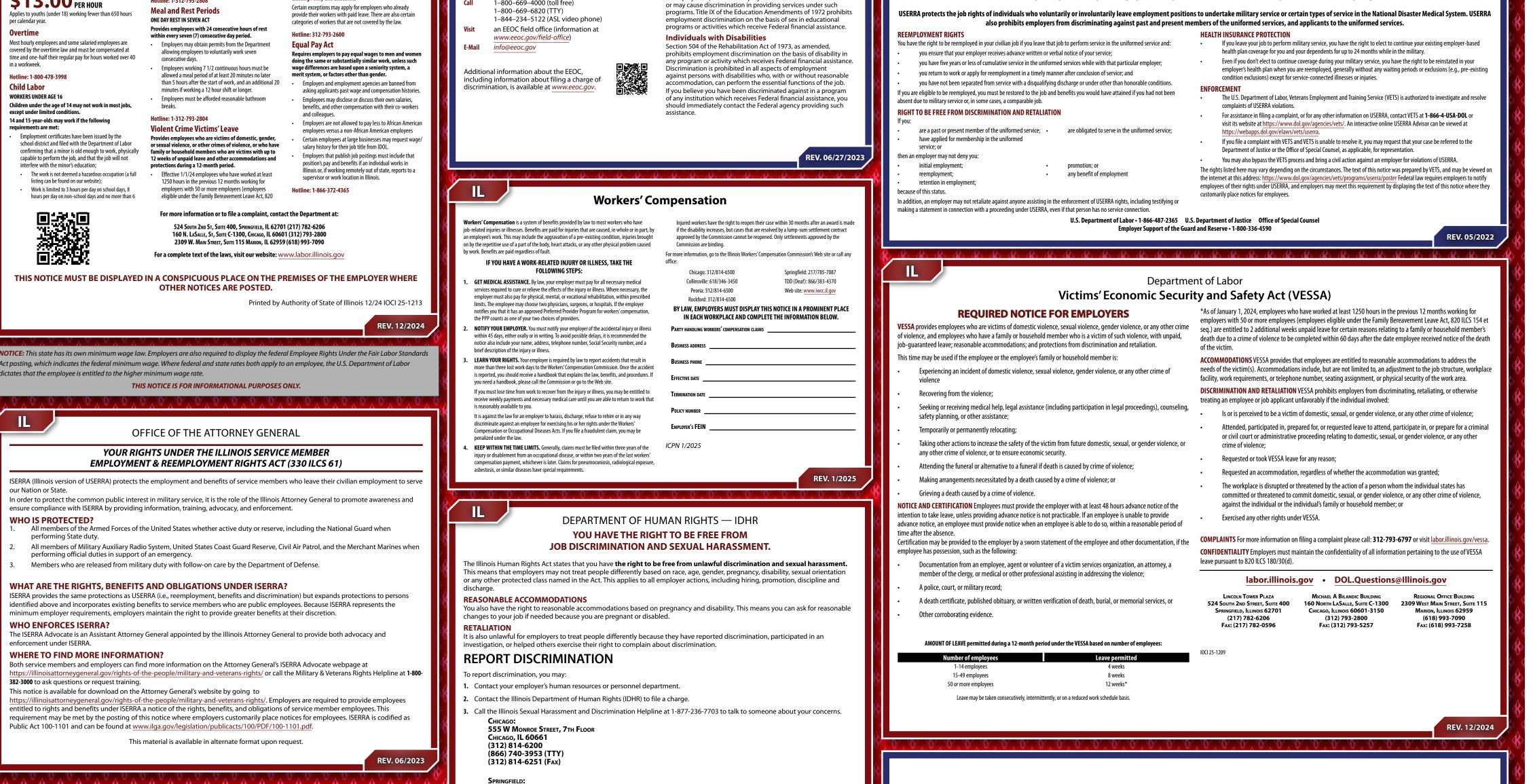
Retaliation

U.S. Equal Employment Opportunity Commission

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



REV. 09/2022



524 S. 2ND ST., SUITE 300 Springfield, IL 62701 (217) 785-5100

)/40-3953(||Y

paydays and the place and time for payment.

REGULAR PAYDAYS SHALL BE AS FOLLOWS:

PLACE AND TIME OF PAYMENT

(217) 785-5106 (Fax)

#### NOTICE

#### to workers about Unemployment Insurance Benefits

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

#### **FILING A CLAIM**

our Nation or Stat

WHO IS PROTECTED?

performing State duty.

WHO ENFORCES ISERRA?

WHERE TO FIND MORE INFORMATION?

382-3000 to ask guestions or request training

enforcement under ISERRA.

The Illinois Unemployment Insurance Act provides for the payment of benefits to eligible unemployed workers and for the collection of employer contributions from liable employers. It is designed to provide living expenses while new employment is sought. Claims should be filed as soon as possible after separation from employment. Claims can be filed online at www.ides.illinois.gov or at the nearest Illinois Department of Employment Security office to the worker's home. To be eligible for benefits, an nemployed individual must be available for work, able to work and actively seeking work and, in addition, must not be disqualified under any provision: of the Illinois Unemployment Insurance Act. Each employer shall deliver the pamphlet "What Every Worker Should Know About Unemployment Insurance" to each worker separated from mployment for an expected duration of seven or more days. The pamphlet shall be delivered to the worker at the time of separation or, if delivery is impracticable, mailed within five days after the date of the separation to he worker's last known address. Pamphlets shall be supplied by the Illinois Department of Employment Security to each employer without cost. A claimant may also be entitled to receive, in addition to the weekly benefit amount, an allowance for a non-working spouse or a dependent child or

children. The allowance is a percentage of the average weekly wage of the laimant in his or her base period. The weekly benefit amount plus any allowance for a dependent make up the total amount payable. lf, 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 mount. For any such week, employers should provide employees with a statement of "low earnings" which should be taken to their Illinois Department of Employment Security office.

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

Unemployment insurance information is available from any Illinois Department of Employment Security office. To locate the office nearest you, call 1-800-244-5631 or access the locations though our website at

www.ides.illinois.gov. BENEFITS

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

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

This poster fulfills all posting requirements for the Illinois Department of Employment Security

Department of Labor Worker Freedom of Speech Act 820 ILCS 57/1 Sec. 15. Employee protections. An employer or the (1) The interested party submits to the Department posted a notice of employee rights under this Act employer's agent, representative, or designee may not discharge, discipline, or otherwise penalize, a complaint describing the violation and naming the employer alleged to have violated this Act. Sec. 1. Short title. This Act may be cited as the (Source: P.A. 103-722, eff. 1-1-25.) /orker Freedom of Speech Act hreaten to discharge, discipline, or otherwise (2) The Department sends notice of complaint to Source: P.A. 103-722, eff. 1-1-25.) (820 ILCS 57/35) enalize, or take any adverse employment action the named party alleged to have violated this Act 820 ILCS 57/5 Sec. 35. Exceptions. Nothing in this Act: igainst an employee and the interested party. The named party may ec. 5. Findings: legislative intent. 1) because the employee declines to attend or (1) prohibits communications of information that either contest the alleged violation or cure the he employer is required by law to communicate a) The General Assembly finds that it is in the participate in an employer-sponsored meeting or alleged violation. blic policy interests of the State for all workin eclines to receive or listen to communications but only to the extent of the lawful requirement; (3) The named party contests or cures the alleged om the employer or the agent, representative, (2) limits the rights of an employer or its agent, linoisans to have protections from mandatory violation within 30 days after the receipt of the articipation in employer-sponsored meetings the meeting is designed to communicate an epresentative, or designee to conduct mee or designee of the employer if the meeting or notice of complaint or, if the named party does no ommunication is to communicate the opinion o nvolving religious matters or political matters, respond within 30 days, the Department issues he employer about religious matters or political a notice of right to sue to the interested party as mployer's position on religious or political so long as attendance is voluntary, or to engage lescribed in paragraph (4). (2) as a means of inducing an employee to attend is voluntary; b) Employees should not be subject to (4) The Department issues a notice of right or participate in meetings or receive or listen to communications described in paragraph (1); or lation tactics, acts of retaliation, discipline, (3) limits the rights of an employer or its agen sue to the interested party, if one or more of the or discharge from their employer for choosing not representative, or designee from communicating following has occurred: ts employees any information that is necessary fo rticipate in employer-sponsored meetings 3) because the employee, or a person acting on (A) the named party has cured the alleged the employees to perform their required job duties Source: P.A. 103-722, eff. 1-1-25.) ehalf of the employee, makes a good faith repor iolation to the satisfaction of the Director orally or in writing, of a violation or a suspected (4) prohibit an employer or its agent, 320 ILCS 57/10 (B) the Director has determined that the allegati violation of this Act epresentative, or designee from requiring it ec. 10. Definitions. As used in this Act: is unjustified or that the Department does not hav (Source: P.A. 103-722, eff. 1-1-25.) lovees to attend any training intended to jurisdiction over the matter or the parties; or epartment" means the Department of Labor. oster a civil and collaborative workplace or (820 ILCS 57/20) (C) the Director has determined that the allegatio irector" means the Director of Labor. reduce or prevent workplace harassment or Sec. 20. Right of action. An aggrieved employee is justified or has not made a determination, and mployee" has the meaning given in Section 2 of may bring a civil action to enforce any provisior either has decided not to exercise jurisdiction (5) prohibits an institution of higher education Illinois Wage Payment and Collection Act. of this Act no later than one year after the date of over the matter or has concluded administrative or any agent, representative, or designee of the institution, from conducting meetings or 'Employer" has the meaning given in Section 2 of the Illinois Wage Payment and Collection Act. he alleged violation. A civil action may be broug preament of the matter. by one or more employees for and on behalf of (c) If, within 180 days after service of the notice of participating in any communications with its ployer" includes the State or any political elves and other employees similarly situate complaint to the parties, the Department has no on of the State, unit of local governmer he court may award a prevailing employee all (i) resolved the contest and cure period, (ii) with research, publication, or an academic program at r State or local government agency. appropriate relief, including injunctive relief, the mutual agreement of the parties, extended the institu einstatement to the employee's former position o nterested party" means an organization tha the time for the named party to cure the violatio an equivalent position, back pay, reestablishment (6) prohibits a political organization, a political nonitors or is attentive to compliance with public or worker safety laws, wage and hour and resolve the complaint, or (iii) issued a right to sue letter, the interested party may initiate a of any employee benefits, including seniority, to party organization, a caucus organization, a candidate's political organization, or a not-forwhich the employee would otherwise have been eligible if the violation had not occurred, and any rements, or other statutory requirement civil action for penalties. The parties may exten profit organization that is exempt from taxatio the 180-day period by mutual agreement. The Political matters" means matters relating to Inder Section 501(c)(4), 501(c)(5), or 501(c)(6) o other appropriate relief as deemed necessary by imitations period for the interested party to bring lections for political office, political parties

the court to make the employee whole. The court

shall award a prevailing employee reasonable

Sec. 25. Powers of the Department and civil

(a) The Department shall inquire into any alleged

riolations of this Act, brought to its attention by

an interested party, to institute the actions for the

penalties provided in this Section and to enforce

the provisions of this Act. In addition to the relief

attorney's fees and costs

(820 ILCS 57/25)

(Source: P.A. 103-722, eff. 1-1-25.)

oposals to change legislation, proposals to

ange regulations, proposals to change public

olicy, and the decision to join or support any

litical party or political, civic, community,

Religious matters" means matters relating to

ligious belief, affiliation, and practice and

e decision to join or support any religiou

Voluntary" means, with respect to an action, that

ncentivized by a positive change in any

aternal, or labor organization

rganization or associatior

ne action is not:

statewide average weekly wage. The minimum weekly benefit amount is \$51. The statewide average weekly wage is calculated each year If Your Benefit Year Begins: Your Base Period Will Be: This year between: Last vear between: Jan. 1 and March 31 Jan. 1 and Sept. 30 and the year before between Oct. 1 and Dec. 3 This year between Last year between April 1 and June 30 Jan. 1 and Dec. 31 This year betweer Last year between July 1 and Sept. 30 April 1 and Dec. 31 and this year between Jan. 1 and March 31 This year between: Last year between Oct. 1 and Dec. 31 July 1 and Dec. 31 and this year between Jan. 1 and June 30 In order to be monetarily eligible, a claimant must be paid a minimum of \$1,600 during the base period with at least \$440 of that amount being aid outside the highest calendar quarte If you have been awarded temporary total disability benefits under a workers' compensation act or other similar acts, or if you only have worked within the last few months, your base period may be determined differently Contact your local IDES office for more information **REPORTING TIPS** Each employee who receives tips must report these tips to employers on a written statement or on Form UC-51, "Employee's Report of Tips," in duplicate. Employers can furnish this form on request. The report shall be

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

Internal Revenue Service 1-800-829-1040. Illinois Department of Revenue 1-800-732-8866

REV. 08/2012

inications, so long as receipt or listening

concerning any coursework, sympos

the Internal Revenue Code from requiring its staf

or employees to attend an employer-sponsored

neeting or participate in any communicatio

representative or designee for the purpose of

(7) prohibits the General Assembly or a State or

ocal legislative or regulatory body from reguiring

their employees to attend an employer-sponsore

meeting or participate in any communicatior

with the employer or the employer's agent,

representative, or designee for the purpose

icating the employer's political tenets

with the employer or the employer's agent,

or purposes:

Reject an unsolicited accommodation offered by your employer for your pregnancy. Continue working during your pregnancy if a reasonable accommodation is available which would

pregnancy

If so, you have the right to:

allow you to continue performing your job. Your employer cannot: Discriminate against you because of your pregnancy.

Retaliate against you because you requested a reasonable accommodation

It is illegal for your employer to fire you, refuse to hire you or to refuse to provide you with a reasonable accommodation because of your pregnancy. For more information regarding your rights, download the Illinois Department of Human Rights fact sheet from our website at dhr.illinois.gov

Are you pregnant, recovering from childbirth,

or do you have a medical or common condition

related to pregnancy?

Ask your employer for a reasonable accommodation

breaks, assistance with heavy work, a private space

for expressing milk, or time off to recover from your

for your pregnancy, such as more frequent bathroom

Department of Labor

#### PAID LEAVE FOR ALL WORKERS ACT NOTICE

Website: dhr.illinois.gov

Email: IDHR.Intake@illinois.gov

Employers shall make this poster available and display it where employees can readily see it.

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

version . IDHR 9/2022

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

Department of Human Rights — IDHR

**Pregnancy and your RIGHTS in the WORKPLACE** 

(Company Name)

Es ilegal que su empleador la despida, se niegue a contratarla o a

en español, visite dhr.illinois.gov

CHICAGO

555 WEST MONROE ST.

SUITE 700,

INTAKE UNIT

CHICAGO, IL 60661

(312) 814-6200

proporcionarle una adaptación razonable a causa de su embarazo. Para

obtener información sobre el embarazo y sus derechos en el lugar de trabajo

ILLINOIS DEPARTMENT OF

**Human Rights** 

For immediate help or if you have questions, call

(312) 814-6200 or (217) 785-5100 or

(866) 740-3953 (TTY)

Learn more, contact IDHR, or initiate a charge at:

https://dhr.illinois.gov

IDHR ENG. web.

Workers may recover the amount they should have been paid for the leave, penalties,

A worker may file a complaint with the Illinois Department of Labor alleging a

For a complete text of the laws, visit our website at

www.labor.illinois.gov

For more information or to file a Complaint, contact

us at:

DOL.PaidLeave@illinois.gov

violation of this Act by filling out a complaint form at labor.illinois.gov/paidleave

SPRINGFIELD OFFICE

524 S. 2ND ST.

**SUITE 300** 

INTAKE UNIT

SPRINGFIELD, IL 62701

(217) 785-5100

REV. 02/2023

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

Penaltie

and other equitable relief.

Filing a Complain

- Paid Leave Workers: Earn up to five (5) days per year of paid leave from work. Use: Workers can use paid leave for any reason of their choosing. Employer cannot require workers to provide a reason for their time off request. Employers may not require, as a condition of taking leave, that the employee search for a replacement worker
  - Accrual: Workers earn 1 hour of paid leave for every 40 hours they work. **Existing Policy and Exclusions** Carryover: Workers rollover all unused paid leave at the end of the year. Certain exceptions may apply for employers who already provide their workers with Retaliation is prohibited: Penalties may apply to employers that take paid leave. There are also certain categories of workers that are not covered by the law
  - adverse action against workers who exercise their rights under this law.





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

### All workers have the right to:

- A safe workplace.
- Raise a safety or health concern with your employer or OSHA, or report a workrelated injury or illness, without being retaliated against.
- 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 (or have your representative 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 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.

## 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.
- 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 the alleged violations.

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



submitted on the day the wages are paid, or not later than the next payday and shall include the amount of tips received during the pay period. TAXATION OF BENEFITS Unemployment insurance benefits are taxable if you are required to file a Form IL 1040 ES. For additional information, call these toll-free numbers

EMPLOYERS ARE REQUIRED TO POST THIS NOTICE IN A CONSPICUOUS PLACE FOR ALL EMPLOYEES.

an action for the alleged violation of this Act shal

be tolled for the 180-day period and for the period

of any mutually agreed extensions. At the end

extensions, the Department shall issue a right to

of the 180-day period, or any mutually agreed

(d) Any claim or action filed under this Sectio

must be made within 3 years after the alleged

conduct resulting in the complaint plus any period

for which the limitations period has been tolled

(e) In an action brought under this Section, an

interested party may recover against the employe

any statutory penalties set forth in subsection

sue letter to the interested party.

