

WORKERS' COMPENSATION



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

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

- 1. GET MEDICAL ASSISTANCE.** By law, your employer must pay for all necessary medical services required to cure or relieve the effects of the injury or illness. Where necessary, the employer must also pay for physical, mental, or vocational rehabilitation, within prescribed limits. The employee may choose two physicians, surgeons, or hospitals. If the employer notifies you that it has an approved Preferred Provider Program for workers' compensation, the PPP counts as one of your two choices of providers.
- 2. NOTIFY YOUR EMPLOYER.** You must notify your employer of the accidental injury or illness within 45 days, either orally or in writing. To avoid possible delays, it is recommended the notice also include your name, address, telephone number, Social Security number, and a brief description of the injury or illness.
- 3. LEARN YOUR RIGHTS.** Your employer is required by law to report accidents that result in more than three lost work days to the Workers' Compensation Commission. Once the accident is reported, you should receive a handbook that explains the law, benefits, and procedures. If you need a handbook, please call the Commission or go to the Web site.

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

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

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

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

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

Chicago: 312/814-6500 Collinsville: 618/346-3450 Peoria: 312/814-6500 Springfield: 217/785-7087
Web site: www.iwcc.il.gov Rockford: 312/814-6500 TDD (Deaf): 866/383-4370

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

Party handling workers' compensation claims			
Business address			
Business phone			
Effective date		Termination date	
Policy number		Employer's FEIN	



Pay Transparency Updates to the Illinois Equal Pay Act of 2003

Employers with Pay Transparency Requirements

Any employer with 15 or more employees who, after January 1, 2025, publishes a job posting for a specific employment opportunity is required to include pay and benefits information in the job posting **IF** the work is to be performed:

- Physically in Illinois, at least in part **OR**
- Outside Illinois, but reporting to an Illinois supervisor, office, or work site.

Opportunity for Promotion

When an employer with 15 or more employees chooses to publish a specific job posting externally, such as on a job board or website, then the employer must also inform all current employees of the job opportunity.

- Please note that this requirement only applies for jobs to be performed at least in part in Illinois, or outside Illinois but reporting to an Illinois supervisor, office, or work site.

Required Information

Wage or salary (or a defined pay range) and general description of benefits for the position advertised.

- Employers may include a hyperlink to a publicly viewable web page that includes pay and benefits, so long as it gives pay and benefits for the specific position.

Complaints

A person may file a complaint about pay transparency or promotional opportunity in job postings within one year of the violation.

To file a complaint, visit **labor.illinois.gov/pay**

Retaliation

An employer or an employment agency shall not refuse to interview, hire, promote, or employ, and shall not otherwise retaliate against, an applicant for employment or an employee for exercising any rights under subsection.

Penalties

An employer may have to pay penalties if, after investigation, the Department finds that they have violated these requirements.



Phone: (312) 793-6797

Email: DOL.EqualPay@illinois.gov

Website: [Labor.Illinois.gov/pay](https://labor.illinois.gov/pay)





La Enmienda de transparencia salarial de la Acta de Igualdad Salarial de Illinois de 2003

Empleadores con requisitos de transparencia salarial

Después del 1 de enero de 2025, todo empleador con 15 o más empleados que publique un anuncio de trabajo específico, está obligado a incluir información sobre el salario y los beneficios en el anuncio **SI** el trabajo se realizará:

- Físicamente en Illinois, al menos en parte
- Fuera de Illinois, pero bajo las órdenes de un supervisor, una oficina o un lugar de trabajo ubicado en Illinois.

Oportunidad de ascenso

Cuando un empleador con 15 o más empleados elige publicar externamente un anuncio de trabajo específico; por ejemplo, en una publicación en un sitio web, el empleador también debe informar a todos los empleados actuales sobre la oportunidad de trabajo.

- Tenga en cuenta que este requisito solo aplica a los trabajos que se realizarán al menos parcialmente en Illinois, o fuera de Illinois, pero bajo las órdenes de un supervisor, una oficina o un lugar de trabajo ubicado en Illinois.

Información obligatoria

Sueldo o salario (o una escala salarial) y descripción general de los beneficios del puesto anunciado.

- Los empleadores pueden incluir la información en una página web accesible públicamente que informe el salario y los beneficios, siempre que el salario y los beneficios son para el puesto específico.

Quejas

Una persona puede presentar una queja sobre transparencia salarial u oportunidad de ascenso de empleo en ofertas laborales dentro de un plazo de un año de la violación.

Para presentar una queja, visite
www.labor.illinois.gov/pay

Represalias

Un empleador o una agencia de empleo no puede negarse a entrevistar, contratar, ascender o emplear a un solicitante de empleo, y no puede tomar represalias en su contra, por ejercer sus derechos bajo esta ley.

Sanciones

Es posible que un empleador deba pagar sanciones si, tras una investigación, el Departamento determina que hay violación bajo estos requisitos.



Teléfono: (312) 793-6797

Correo electrónico: DOL.EqualPay@illinois.gov

Sitio web: Labor.Illinois.gov/pay



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



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

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

WHO IS PROTECTED?

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

WHAT ARE THE RIGHTS, BENEFITS AND OBLIGATIONS UNDER ISERRA?

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

WHO ENFORCES ISERRA?

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

WHERE TO FIND MORE INFORMATION?

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



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



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

Your Rights Under Illinois Employment Laws



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

Minimum Wage & Overtime

SETS MINIMUM WAGE FOR EMPLOYEES

Effective Jan. 1 2025

\$15.00 PER HOUR

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

\$9.00 PER HOUR

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

\$13.00 PER HOUR

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

Overtime

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

Hotline: 1-800-478-3998

Unpaid Wages

WAGE PAYMENT AND COLLECTION ACT

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

Hotline: 1-312-793-2808

Paid Leave

REQUIRES PAID LEAVE FOR ANY REASON

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

Existing Policy and Exclusions

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

Hotline: 312-793-2600

Meal & Rest Periods

ONE DAY REST IN SEVEN ACT

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

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

Hotline: 1-312-793-2804

Equal Pay Act

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

- Employers and employment agencies are banned from asking applicants past wage and compensation histories.
- Employees may disclose or discuss their own salaries, benefits, and other compensation with their co-workers and colleagues.
- Employers are not allowed to pay less to African American employees versus non- African American employees
- Certain employees at large businesses may request wage/salary history for their job title from IDOL.
- Employers that publish job postings must include that position’s pay and benefits if an individual works in Illinois or, if working remotely out of state, reports to a supervisor or work location in Illinois.

Hotline: 1-866-372-4365

Child Labor

WORKERS UNDER AGE 16

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

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

- Employment certificates have been issued by the school district and filed with the Department of Labor confirming that a minor is old enough to work, physically capable to perform the job, and that the job will not interfere with the minor’s education;
 - The work is not deemed a hazardous occupation (a full listing can be found on our website);
 - Work is limited to 3 hours per day on school days, 8 hours per day on non- school days and no more than 6 days or 18 hours per week when school is in session or 40 hours per week when school is not in session.
 - Work is performed only between the hours of 7 a.m. to 7 p.m. during the school year (7 a.m. to 9 p.m. June through September); and
 - A 30-minute meal period is provided no later than the fifth hour of work.

Hotline: 1-800-645-5784

Violent Crime Victims’ Leave

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

- Effective 1/1/24 employees who have worked at least 1250 hours in the previous 12 months working for employers with 50 or more employees (employees eligible under the Family Bereavement Leave Act, 820 ILCS 154 et seq.) are entitled to 2 additional weeks 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 employee received notice of the death of the victim.

Hotline: 1-312-793-2800



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

524 South 2nd St, Suite 400, Springfield, IL 62701 (217) 782-6206
160 N. LaSalle, St, Suite C-1300, Chicago, IL 60601 (312) 793-2800
2309 W. Main Street, Suite 115 Marion, IL 62959 (618) 993-7090
For a complete text of the laws, visit our website: www.labor.illinois.gov

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

Este es un resumen de leyes que cumple con los requisitos de publicar los avisos del Departamento de Trabajo de Illinois.

Sus Derechos Según las Leyes Laborales de Illinois



La misión del Departamento de Trabajo de Illinois es proteger y promover los salarios, el bienestar, las condiciones laborales y la seguridad de los trabajadores de Illinois haciendo cumplir las leyes laborales del Estado, proveer asistencia a los empleadores para garantizar el cumplimiento y aumentar la conciencia pública sobre las protecciones en el lugar de trabajo. A través del cumplimiento, la educación y las alianzas comunitarias, el Departamento trabaja para garantizar que a los trabajadores se les pague lo que se les debe y que los empleadores que cumplen con la ley sigan siendo competitivos.

Salario Mínimo y Horas Extras

FIJA UN SALARIO MÍNIMO PARA LOS EMPLEADOS

A partir del 1 de enero de 2025

\$15.00 POR HORA

Aplica a todos los empleadores con 4 o más empleados. Los trabajadores domésticos están cubiertos, incluso si el empleador solo tiene 1 empleado. Determinados trabajadores no están cubiertos por la Ley de Salario Mínimo, y es posible que a algunos trabajadores se les pague menos que el salario mínimo en condiciones limitadas.

\$9.00 POR HORA

Aplica a empleados que reciben propina. Si las propinas de un empleado, combinadas con el salario pagado por el empleador, no igualan al salario mínimo, el empleador debe compensar la diferencia.

\$13.00 POR HORA

Aplica a los jóvenes (menores de 18 años) que trabajan menos de 650 horas por año calendario.

Horas extras

La mayoría de los empleados por hora y algunos empleados asalariados están cubiertos por la ley de horas extras, y deben ser remunerados con una vez y media su paga regular por las horas trabajadas por encima de las 40 horas en una semana laboral.

Línea directa: 1-800-478-3998

Reclamos Salariales

LEY DE PAGO Y COBRO DE SALARIOS

- Los empleados deben recibir su remuneración final, que incluye salarios ganados, vacaciones pagas, comisiones y bonos en su próximo día de pago programado regularmente.
- No están permitidas las deducciones no autorizadas de los cheques de pago, salvo según lo especificado por la ley.
- Los empleadores deben reembolsar a los empleados todos los gastos o las pérdidas necesarios en los que hayan incurrido durante el cumplimiento de sus funciones laborales y que se relacionen con servicios prestados al empleador. El empleado debe presentar la solicitud de reembolso dentro de los 30 días calendario, a menos que una política del empleador le conceda tiempo adicional para efectuar dicha presentación.
- El empresario debe entregar al trabajador un recibo de salario por cada periodo de pago.

Línea directa: 1-312-793-2808

Períodos para Comer y Descansar

LEY DE UN DÍA DE DESCANSO CADA SIETE DÍAS

Les proporciona a los empleados 24 horas consecutivas de descanso dentro de cada periodo de siete (7) días consecutivos.

- Los empleadores pueden obtener permisos del Departamento para que los empleados puedan trabajar voluntariamente siete días consecutivos.
- A los empleados que trabajen de forma continua durante 7 horas y media se les debe otorgar un periodo para comer de al menos 20 minutos, a más tardar 5 horas después del inicio de su trabajo, y otros 20 minutos si están trabajando en un turno de 12 horas o más.
- A los empleados se les deben proporcionar descansos razonables para ir al baño.

Línea directa: 1-312-793-2804

Tiempo Pagado

EXIGE TIEMPO PAGADO POR CUALQUIER MOTIVO

- Trabajadores:** Ganan hasta cuarenta horas de tiempo pagado por año.
- Uso:** Los trabajadores pueden utilizar el tiempo pagado por cualquier motivo de su elección. Los empleadores no pueden exigir a los trabajadores que proporcionen una razón para su solicitud de tiempo pagado.
- Acumulación:** Los trabajadores ganan 1 hora de tiempo pagado por cada 40 horas que trabajan. Los empleadores también pueden proporcionar a los trabajadores todas las horas de tiempo pagado al comienzo del periodo de 12 meses (carga frontal).
- Traspaso de tiempo pagado acumulada:** Los trabajadores traspasan todo el tiempo pagado acumulado no utilizado al final del año. Cualquier tiempo pagado cargado al frente no utilizado no se tiene que traspasar.
- Prohibición de represalias:** Se puede aplicar sanciones si su empleador toma represalias cuando usted ejerce sus derechos según esta ley.

Sanciones

Los trabajadores pueden recuperar la cantidad que deberían haber recibido por el tiempo pagado, sanciones y otras compensaciones equitativas.

Línea directa: 312-793-2600

Ley de Igualdad Salarial

Exige que los empleadores paguen el mismo salario a hombres y mujeres que realizan el mismo trabajo o un trabajo sustancialmente similar, a menos que dichas diferencias salariales se basen en un sistema de antigüedad, en un sistema de mérito o en factores distintos del género.

- Los empleadores y las agencias de empleo tienen prohibido pedirles a los solicitantes sus historiales de salarios y remuneraciones.
- Los empleados pueden revelar o hablar sobre sus propios salarios, beneficios y otras remuneraciones con sus compañeros de trabajo y colegas.
- Los empleadores no pueden pagarles menos a los empleados afroamericanos que a los empleados que no son afroamericanos.
- Ciertos empleados de grandes empresas pueden solicitarle al IDOL el historial de sueldos/ salarios de su puesto.
- Las empresas que publican ofertas de empleo deben incluir el salario y las presentaciones de ese puesto si la persona trabaja en Illinois o, si trabaja a distancia fuera del estado o, depende de un supervisor o de un lugar de trabajo en Illinois.

Línea directa: 1-866-372-4365

Trabajo Infantil

TRABAJADORES MENORES DE 16 AÑOS

Los niños menores de 14 años no pueden trabajar en la mayoría de los empleos, salvo en condiciones limitadas. Los jóvenes de 14 y 15 años pueden trabajar si se cumplen los requisitos siguientes:

- El distrito escolar ha emitido certificados de empleo que se han presentado ante el Departamento de Trabajo de Illinois y confirman que un menor tiene edad suficiente para trabajar, que es físicamente capaz de realizar el trabajo y que el trabajo no interferirá con la educación del menor;
 - El trabajo no es considerado una ocupación peligrosa (se puede encontrar un listado completo en nuestro sitio web);
 - El trabajo se limita a 3 horas por día en los días escolares, a 8 horas por día en los días sin escuela y a no más de 6 días o 48 horas por semana;
 - El trabajo solo se realiza entre las 7 a. m. y las 7 p. m. durante el año escolar (de 7 a. m. a 9 p. m. desde junio hasta septiembre); y
 - Se proporciona un periodo de 30 minutos para comer a más tardar en la quinta hora de trabajo.
- El trabajo está limitado a 3 horas al día en días de clase, 8 horas al día en días que no está en sesión y no mas de 6 días o 18 horas a la semana cuando el colegio está en sesión o 40 horas a la semana cuando el colegio no está en sesión.

Línea directa: 1-800-645-5784

Licencia Para Víctimas de Delitos Violentos

Proporciona a empleados que son víctimas de violencia doméstica, violencia de género, o violencia sexual, o otros crimines de violencia, o que tengan familia o integrante del núcleo familiar que son víctimas de violencia a 12 semanas de licencia no remunerada y otras acomodaciones y protecciones durante un periodo de 12 meses.

- A partir del 1 de enero de 2024, los empleados de empresas que trabajaron por lo menos 1250 horas en los últimos 12 meses para empleadores con 50 o más empleados (empleados elegibles bajo la ley de licencia por duelo familiar, 820 ILCS 15 et seq.) tienen derecho a dos (2) semanas adicionales de licencia no remunerada por motivos relacionados con el fallecimiento de determinados parientes o integrantes del núcleo familiar debido a un acto de violencia, que deben completarse en un plazo de 60 días a partir de la fecha en que el empleado recibió la notificación del fallecimiento de la víctima.

Línea directa: 1-312-793-2800



Para obtener más información o presentar una queja, contáctenos en:

524 South 2nd St, Suite 400, Springfield, IL 62701 (217) 782-6206
160 N. LaSalle, St, Suite C-1300, Chicago, IL 60601 (312) 793-2800
2309 W. Main Street, Suite 115 Marion, IL 62959 (618) 993-7090

Para obtener el texto completo de las leyes, visite nuestro sitio web en: www.labor.illinois.gov

Este aviso se debe colocar en un sitio donde los empleados puedan verlo fácilmente.

Illinois Department of Employment Security

NOTICE to workers about Unemployment Insurance Benefits

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

FILING A CLAIM

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

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

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

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

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

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

BENEFITS

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

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

If Your Benefit Year Begins:

This year between:

Jan. 1 and March 31

This year between:

April 1 and June 30

This year between:

July 1 and Sept. 30

This year between:

Oct. 1 and Dec. 31

Your Base Period Will Be:

Last year between:

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

Last year between:

Jan. 1 and Dec. 31

Last year between:

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

Last year between:

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

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

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

REPORTING TIPS

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

TAXATION OF BENEFITS

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

For additional information, call these toll-free numbers:

Internal Revenue Service 1-800-829-1040.

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

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



State of Illinois
Department of Human Rights

IDHR



PREGNANCY and your **RIGHTS** in the **WORKPLACE**

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

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 pregnancy.
- Retaliate against you because you requested a reasonable accommodation.

PREGNANCY and your **RIGHTS** in the **WORKPLACE**

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

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



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

CHICAGO

555 West Monroe St.
Suite 700, Intake Unit
Chicago, IL 60661
(312) 814-6200

SPRINGFIELD

524 S. 2nd St.
Suite 300, Intake Unit
Springfield, IL 62701
(217) 785-5100

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

<https://dhr.illinois.gov>



State of Illinois
Illinois Department of Public Health

NO SMOKING **or E-CIGARETTE USE**



Indoors or Within 15 Feet of Entrance

To submit a complaint:



www.smoke-free.illinois.gov

866-973-4646

TTY 800-547-0466 (hearing impaired use only)



**Smoke-Free Illinois Act (410 ILCS 82),
amended by Public Act 103-0272.**



Victims’ Economic Security and Safety Act (VESSA)

REQUIRED NOTICE FOR EMPLOYERS

VESSA provides employees who are victims of domestic violence, sexual violence, gender violence, or any other crime of violence, and employees who have a family or household member who is a victim of such violence, with unpaid, job-guaranteed leave; reasonable accommodations; and protections from discrimination and retaliation. This time may be used if the employee or the employee’s family or household member is:

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

NOTICE AND CERTIFICATION Employees must provide the employer with at least 48 hours advance notice of the intention to take leave, unless providing advance notice is not practicable. If an employee is unable to provide advance notice, an employee must provide notice when an employee is able to do so, within a reasonable period of time after the absence. Certification may be provided to the employer by a sworn statement of the employee and other documentation, if the employee has possession, such as the following:

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

AMOUNT OF LEAVE permitted during a 12-month period under the VESSA based on number of employees:

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

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

*As of January 1, 2024, employees who have worked at least 1250 hours in the previous 12 months working for employers with 50 or more employees (employees eligible under the Family Bereavement Leave Act, 820 ILCS 154 et seq.) are entitled to 2 additional weeks 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 employee received notice of the death of the victim.

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

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

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

COMPLAINTS For information on filing a complaint please call: **312-793-6797** or visit labor.illinois.gov/vessa

CONFIDENTIALITY Employers must maintain the confidentiality of all information pertaining to the use of VESSA leave pursuant to 820 ILCS 180/30(d).

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

Lincoln Tower Plaza	Michael A Bilandic Building	Regional Office Building
524 South 2nd Street, Suite 400 Springfield, Illinois 62701 (217) 782-6206 Fax: (217) 782-0596	160 North LaSalle, Suite C-1300 Chicago, Illinois 60601-3150 (312) 793-2800 Fax: (312) 793-5257	2309 West Main Street, Suite 115 Marion, Illinois 62959 (618) 993-7090 Fax: (618) 993-7258



Ley de Seguridad y Protección Económica de las Víctimas (VESSA)

PUBLICACIÓN OBLIGATORIA PARA LOS EMPLEADORES

VESSA ofrece a los empleados que son víctimas de violencia doméstica, sexual, de género o cualquier otro delito de violencia, y a los empleados que tienen un pariente o un integrante de su familia nuclear que es víctima de este tipo de violencia, licencias no remuneradas y garantizadas en el lugar de trabajo, acomodaciones razonables y garantías contra la discriminación y las represalias.

Este tiempo puede utilizarse si el empleado, un pariente o integrante de su familia nuclear:

- Sufre de un incidente de violencia doméstica, sexual, de género o cualquier otro delito de violencia;
- Se recupera de actos de violencia;
- Solicita o recibe ayuda médica, asistencia jurídica (incluida la participación en procedimientos judiciales), asesoramiento, planificación de la seguridad u otro tipo de asistencia;
- Se encuentra en recolocación temporal o permanente;
- Adopta otras medidas para reforzar la seguridad de la víctima frente a futuros actos de violencia doméstica, sexual o de género, o cualquier otro delito de violencia, o para garantizar su seguridad económica;
- Asiste al funeral o alternativa al funeral si el fallecimiento se debe a un acto de violencia;
- Realiza los trámites necesarios por un fallecimiento causado por un acto de violencia, o
- Está de duelo por una muerte causada por un acto de violencia.

NOTIFICACIÓN Y CERTIFICACIÓN: Los trabajadores deben avisar al empleador con al menos 48 horas de antemano con notificación de su ausencia a menos que dar notificación antemano no es practico. Si el empleado no puede de antemano, deberá hacerlo tan pronto pueda, en un lapso razonable tras la ausencia.

La certificación puede facilitarse al empleador por una declaración oficial del empleado y otra documentación si el empleado tiene en su posesión uno de los siguientes:

Documentación de un empleado, agente o voluntario de una organización de servicios a las víctimas, un abogado, un integrante del clero o un profesional médico o de otro tipo que aborde la violencia.

- Documentación de un empleado, agente o voluntario de una organización de servicios a las víctimas, un abogado, un integrante del clero o un profesional médico o profesional de otro tipo que ayude a abordar la violencia;
- Un expediente policial, judicial o militar;
- Un acta de fallecimiento, una esquila publicada o verificación por escrito del fallecimiento, del entierro o de los servicios funerarios documentando el crimen de violencia; o
- Otras pruebas que lo corroboren.

LICENCIA PERMITIDA DURANTE un período de 12 meses bajo la ley es basado en el número de empleados:

Número de empleados

1-14 empleados
15-49 empleados
50 o más empleados

Licencias permitidas

4 semanas
8 semanas
12 semanas*

Las licencias pueden tomarse de forma consecutiva, intermitente o con un horario de trabajo reducido.

*A partir del 1 de enero de 2024, los empleados de empresas que trabajaron por lo menos 1250 horas en los últimos 12 meses para empleadores con 50 o más empleados (empleados elegibles bajo la ley de licencia por duelo familiar, 820 ILCS 15 et seq.) tienen derecho a dos (2) semanas adicionales de licencia no remunerada por motivos relacionados con el fallecimiento de determinados parientes o integrantes del núcleo familiar debido a un acto de violencia, que deben completarse en un plazo de 60 días a partir de la fecha en que el empleado recibió la notificación del fallecimiento de la víctima.

ACOMODACIONES: VESSA establece que los empleados tienen derecho a realizar acomodaciones razonables para atender las necesidades de la o las víctimas. Entre las acomodaciones se encuentran: ajuste en la estructura del puesto de trabajo, las instalaciones del lugar de trabajo, los requisitos del trabajo, el número de teléfono, la asignación de asientos o la seguridad física de la zona de trabajo.

DISCRIMINACIÓN Y REPRESALIAS: VESSA prohíbe a los empleadores discriminar, tomar represalias o tratar de cualquier otro modo desfavorable a un empleado o solicitante de empleo si se trata de una persona que:

- Es o es percibida como víctima de violencia doméstica, sexual, de género o cualquier otro delito de violencia.
- Asistió, participó en, se preparó para, o solicitó permiso para asistir, participar en, o prepararse para un procedimiento judicial o administrativo penal o civil relacionado con violencia doméstica, sexual o de género, o cualquier otro acto de violencia.
- Solicitó o tomó una licencia de VESSA por cualquier motivo.
- Solicitó una acomodación, se le haya concedido o no.
- El lugar de trabajo se ve perturbado o amenazado por la acción de alguien que la persona declara cometió o amenazó con cometer actos de violencia doméstica, sexual o de género, o cualquier otro acto de violencia, contra la persona o contra un pariente o integrante de su núcleo familiar.
- Ejerció cualquier otro derecho de VESSA.

QUEJAS Si desea información sobre cómo presentar una queja, llame al: **312-793-6797** o visite labor.illinois.gov/vessa

CONFIDENCIALIDAD Los empleadores deben mantener la confidencialidad de toda la información relacionada con el uso de la licencia VESSA, la notificación de la intención de un empleado de tomar la licencia VESSA y la certificación proporcionada por el empleado.

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