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

You work for a private employer that had at least 50 employees

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, administered by the Office of Personnel

Follow your employer's normal policies for requesting leave.

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

Your employer may request certification from a health care provide

to verify medical leave and may request certification of a qualifying

bargaining agreement that provides greater family or medical leave

State employees may be subject to certain limitations in pursuit of

by the law but are subject to the jurisdiction of the U.S. Office of

direct lawsuits regarding leave for their own serious health conditions

Most federal and certain congressional employees are also covered

The FMLA does not affect any federal or state law prohibiting

discrimination or supersede any state or local law or collective

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

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

How do I request FMLA leave?

Generally, to request FMLA leave you must:

same reason when requesting additional leave.

during at least 20 workweeks in the current or previous calendar

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 employees. Eligible employees can take up to 12 workweeks of FMLA leave in a

- The birth, adoption or foster placement of a child with you. Your serious mental or physical health condition that makes you 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 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 workweeks of FMLA leave in a single 12-month period to care

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

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 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

- If you are eligible for FMLA leave, your **employer** <u>must</u>: You work for a **covered employer** if **one** of the following applies: Allow you to take job-protected time off work for a qualifying
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and You work for an elementary or public or private secondary school, 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 leave

Your employer cannot interfere with your FMLA rights or threaten or punish you for exercising your rights under the law. For example, vour 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 About your FMLA rights and responsibilities, and How much of your requested leave, if any, will be FMLA-protected

#### 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





WH1420 REV 04/23

lef.: 29 CFR §825.300

Personnel Management or Congress.

# **CALL 911** POLICE:

**EMERGENCY NUMBERS** 

PHYSICIAN: HOSPITAL:

AMBULANCE:

FIRE DEPARTMENT:

POISON CONTROL:

# **PAY DAY NOTICE**

# **PAY DAY IS ON:**

- MONDAY ☐ TUESDAY ■ WEDNESDAY
- □ SATURDAY ■ SUNDAY ☐ THURSDAY
- **PAY SCHEDULE IS:** ■ WEEKLY

□ BIWEEKLY

□ SEMI MONTHLY ■ MONTHLY

☐ FRIDAY

**PAYCHECKS ARE ISSUED ON THE:** 

OF THE MONTH

# **EMPLOYEE RIGHTS** UNDER THE FAIR LABOR STANDARDS ACT

**FEDERAL MINIMUM WAGE** 

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 in a workweek.

CHILD LABOR An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural employment.

Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers must pay tipped TIP CREDIT 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** 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 may litigate and/or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or repeated violation of the

civil money penalties may be assessed for each child labor violation that results in the death or serious injury of any minor employee, and such assessments may be doubled when the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding under the FLSA. • Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions. Certain narrow exemptions also apply to the pump at **ADDITIONAL** work requirements INFORMATION Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico. · Some state laws provide greater employee protections; employers must comply with both.

minimum wage or overtime pay provisions of the law. Civil money penalties may also be assessed for violations of the FLSA's child labor provisions. Heightened

· Some employers incorrectly classify workers as "independent contractors" when they are actually employees under the FLSA. It is important to know the difference

between the two because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and correctly classified independent



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

**Your Rights Under Illinois Employment Laws** 



State of Illinois
Illinois Department of Labor

**Paid Leave** 

**Use:** workers can use paid leave for

may not require workers to provide a

leave for every 40 hours they work.

basis for their time off request

any reason of their choosing. Employers

Carryover: Workers rollover all unused

employer takes adverse action when you exercise

your rights under the law, penalties may apply.

Existing Policy and Exclusions

exceptions may apply. There are certain categorie

If your employer has an existing policy, certain

**Equal Pay Act** 

Requires employers to pay equal wages to men

and women doing the same or substantially

em, or factors other than gender.

nilar work, unless such wage differences are based upon a seniority system, a merit

of workers that are not subject to the law

accrued paid leave at the end of the year.

# **EMPLOYEE RIGHTS EMPLOYEE POLYGRAPH PROTECTION ACT**

The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for pre-employment screening or during the course of employment.

**PROHIBITIONS** 

**EXEMPTIONS** 

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.

Federal, State and local governments are not affected by the law. Also, the

law does not apply to tests given by the Federal Government to certain

private individuals engaged in national security-related activities. The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective employees of security service firms (armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers.

> a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer The law does not preempt any provision of any State or local law or any collective bargaining agreement which is more restrictive with respect to lie

The Act also permits polygraph testing, subject to restrictions, of certain

employees of private firms who are reasonably suspected of involvement in

EXAMINEE

Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examinees have a number of specific rights, including the right to a written notice before testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons.

**ENFORCEMENT** The Secretary of Labor may bring court actions to restrain violations 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.



# Illinois Department of Employment Security

# NOTICE.

to workers about Unemployment Insurance Benefits

Your Base Period Will Be:

# 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

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.

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

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

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

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.

All workers have the right to:

Raise a safety or health concern with

Receive information and training on

substances in your workplace.

job hazards, including all hazardous

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

Participate (or have your representative)

speak in private to the inspector.

• File a complaint with OSHA within

See any OSHA citations issued to

Request copies of your medical

This poster is available free from OSHA.

Contact OSHA. We can help.

records, tests that measure hazards

in the workplace, and the workplace

30 days (by phone, online or by mail)

if you have been retaliated against for

participate) in an OSHA inspection and

related injury or illness, without being

your employer or OSHA, or report a work-

A safe workplace.

retaliated against.

OSHA on your behalf.

using your rights.

injury and illness log.

your employer.

83713

012024

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

If Your Benefit Year Begins:

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

April 1 and June 30 July 1 and Sept. 30

Oct. 1 and Dec. 31

July 1 and Dec. 31 and this year between

Jan. 1 and Dec. 31

this year between

Jan. 1 and March 31

April 1 and Dec. 31 and

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.

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.

Job Safety and Health

IT'S THE LAW!

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

with OSHA, or reporting a work-related

Comply with all applicable OSHA standards.

workplace fatality or within 24 hours of

 Provide required training to all workers in a language and vocabulary they can

Prominently display this poster in the

Post OSHA citations at or near the

place of the alleged violations

On-Site Consultation services are

programs in every state.

available to small and medium-sized

employers, without citation or penalty,

through OSHA-supported consultation

any work-related inpatient hospitalization,

Notify OSHA within 8 hours of a

amputation, or loss of an eye.

health and safety concern with you or

**Employers must:** 

injury or illness.

understand.

workplace.

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. Printed by the Authority of the State of Illinois Stock Number 4427/BEN-57 (rev. 8/12)

# FEDERAL LABOR LAW

#### LABOR 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 rime of violence, and employees who have a family or household member who is a victim of such violence, with inpaid, 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 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 prior notice, unless providing advance notice is not practicable. If an employee is unable to provide advance notice, an employee must provide notice when an employee is able to do so, within a reasonable period of time after the absence. ertification may be provided by a sworn statement of the employee and upon obtaining such other documentation the employee shall provide one of the following: Documentation from an employee, agent or volunteer of a victim services organization, an attorney, a member

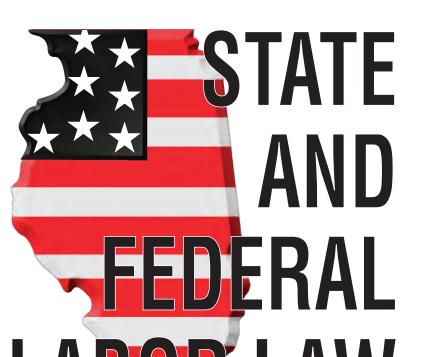
of the clergy, or medical or other professional assisting in addressing the violence;
A police, court, or military record;
A death certificate, published obituary, or written verification of death, burial, or memorial services, or **DURATION OF LEAVE** Effective January 1, 2024, employees with employers of any size are entitled to

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

Number of employees Leave permitted e needs of the victim(s). Accommodations include, but are not limited to, an adjustment to the job structure,

rkplace 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 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 other crime of violence;
Requested or took VESSA leave for any reason; Requested an accommodation, regardless of whether the accommodation was granted

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 CONFIDENTIALITY Employers must maintain the confidentiality of all information pertaining to the use of VESSA labor.illinois.gov • DOL.Questions@lllinois.gov Regional Office Building Lincoln Tower Plaza Michael A Bilandic Buildina 524 South 2nd Street, Suite 400 160 North LaSalle, Suite C-1300 2309 West Main Street, Suite 11



#### 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 **.ABOR** 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 2024

\$14.00 PER HOUR 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.

\$8.40 PER HOUR employer do not equal the minimum wage the employer must make up the difference \$12.00 PER HOUR

Overtime Most hourly employees and some salaried employees

are covered by the overtime law and must be ompensated at time and one-half their regular pay for hours worked over 40 in a workweek. Hotline: 1-800-478-3998

# **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 ollowing requirements are met: Employment certificates have been issued by the school district and filed with the is old enough to work, physically capable to perform the job, and that the job will not terfere with the minor's education;
The work is not deemed a hazardous

> 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 48 hours per Work is performed only between the hours of 7 a.m. to 7 p.m. during the school year (7 a.m. to 9 p.m. June through September); A 30-minute meal period is provided no later than the fifth hour of work.

occupation (a full listing can be found on

Hotline: 1-800-478-3998

# **Unpaid Wages**

#### WAGE PAYMENT AND COLLECTION ACT REQUIRES PAID LEAVE FOR ANY REASON Employees must receive their final Workers: earn up to five (5) days

vacation pay, commissions and bonuses on their next regularly scheduled payday. Jnauthorized deductions from paychecks are not allowed except as specified by law. Employers must reimburse employees for all Accrual: Workers earn 1 hour of paid ecessary expenditures or losses incurred by employee during the scope of employment and elated to services performed for the employer Employee must submit reimbursement request within 30 calendar days unless an employer Retaliation is prohibited: If your Hotline: 1-800-478-3998

# Meal & **Rest Periods**

ONE DAY REST IN SEVEN ACT vides employees with 24 consecutive hours of est 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 hour 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. easonable bathroom breaks

Hotline: 1-800-478-3998

## **Violent Crime** Victims' Leave

leave for reasons relating to a family or household

completed within 60 days after the date employee

Provides employees who are victims of domestic, gender, or sexual violence, or other crimes of violence, or who have family members who are victims with up to 12 weeks of unpaid leave during a 12-month period. Effective 1/1/24: Employees with employers of any size are entitled to 2 additional weeks unpaid

> received notice of the death of the victim. Hotline: 1-800-478-3998

#### Employers and employment agencies are banned from asking applicants past vage and compensation histories. Employees may disclose or discuss their own alaries, benefits, and other compensat with their co-workers and colleagues.

Employers are not allowed to pay less to African American employees versus non- African American employees wage/salary history for their job title from IDOL.

Hotline: 1-800-478-3998

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

or 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.** Printed by the Authority of State of Illinois 12/23 IOCI 24-1008

# Department of Human Rights

Are you pregnant, recovering from childbirth, or do you have a medical or common condition related to pregnancy? Ask your employer for a reasonable accommodation for your pregnancy, such as more frequent bathroom breaks, Reject an unsolicited accommodation offered by your employer for your pregnancy.

 Discriminate against you because of your pregnancy. Retaliate against you because you requested a reasonable accommodation

t is illegal for your employer to fire you, refuse to hire you or to refuse to provide you with a reasonable epartment of Human Rights' fact sheet from our website at dhr.illinois.gov Es ilegal que su empleador la despida, se nieque a contratarla o a proporcionarle una adaptación razonable a causa

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

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

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

4200

https://dhr.illinois.gov Printed by the Authority of the State of Illinois . IDHR ENG . web . (02/23) .



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

by work. Benefits are paid regardless of fault.

Chicago: 312/814-6611

Peoria: 309/671-3019

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

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 mission cannot be reopened. Only settlements approved by the Commission are binding. For more information, go to the Illinois Workers' Compensation Commission's Web site or call any office: Toll-free: 866/352-3033 Springfield: 217/785-7087 Bockford: 815/987-7292

Web site: www.iwcc.il.gov

Collinsville: 618/346-3450

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' compensatio payment, whichever is later. Claims for pneumoconiosis, radiological exposure, asbestosis, or similar

EACH WORKPLACE AND COMPLETE THE INFORMATION BELOW. Party handling workers

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

Continue working during your pregnancy if a reasonable accommodation is available which would allow you to

ILLINOIS DEPARTMENT OF

(312) 814-6200 or (217) 785-5100 or (866) 740-3953 (TTY)

**SPRINGFIELD** 

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



GET MEDICAL ASSISTANCE: By law, your employer must pay for all necessary medical services required to cure or relieve the effects of the injury or illness. Where necessary, the employer must also pay for physical, mental, or vocational rehabilitation, within prescribed limits. The employee may choose two physicians, surgeons, or hospitals. If the employer notifies you that it has an approved Preferred Provider Program for workers' compensation, the PPP counts as one of your two choices of providers NOTIFY YOUR EMPLOYER: You must notify your employer of the accidental injury or illness within 45

days, either orally or in writing. To avoid possible delays, it is recommended the notice also include your

name, address, telephone number, Social Security number, and a brief description of the injury or illness

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.

BY LAW, EMPLOYERS MUST DISPLAY THIS NOTICE IN A PROMINENT PLACE IN

compensation claims Business address Business phone ffective date ermination da Employer's FEIN Policy number Ref.: 820 ILCS 305/8

# ILLINOIS DEPARTMENT OF **Human Rights**

YOU HAVE THE RIGHT TO BE FREE FROM JOB DISCRIMINATION AND SEXUAL HARASSMENT. The Illinois Human Rights Act states that you have the right to be free from unlawful discrimination and sexual harassment. This means that employers may not treat people differently based on race, age, gender, pregnancy, disability, sexual orientation or any other protected class named in the Act. This applies to all employer actions, including hiring, promotion, discipline and discharge.

REASONABLE ACCOMMODATIONS askforreasonable changes to your job if needed because you are pregnant or disabled.

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

Contact your employer's human resources or personnel department. Contact the Illinois Department of Human Rights (IDHR) to file a charge. Call the Illinois Sexual Harassment and Discrimination Helpline at 1-877-236-7703 to talk to someone about your concerns.

To report discrimination, you may:

555 W Monroe Street, 7th Floor

Chicago, IL 60661

Who is Protected?

What Organizations are Covered?

Discharge, firing, or lay-off

(312) 814-6200 (217) 785-5100 (866) 740-3953 (TTY (866) 740-3953 (TTY) (312) 814-6251 (Fax) (217) 785-5106 (Fax) 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 Printed by the Authority of the State of Illinois version IDHR 9/2022

Pursuant to Illinois House Bill 3733 (2023), Illinois law requires

every employer covered by any provision of a specified law with

employees who do not regularly report to a physical workplace,

such as employees who work remotely or travel for work, to provide employees with the Illinois Department of Labor (IDOL) employment



The electronic posting requirement applies to every employer subject

to any provision or regulation under the:

· Illinois Wage Payment and Collection Act

Minimum Wage Law

Equal Pay Act of 2003

# PAID LEAVE FOR ALL WORKERS ACT NOTICE Employers must provide employees with up to 40 hours of paid leave for any reason.

Workers: Earn up to five (5) days per year o paid leave from work. Use: Workers can use paid leave for any reason of their choosing. Employers canno

**Paid Leave** 

Filing a

**Penalties** 

Complaint

artment of Labor alleging a violation of this

ct by filling out a complaint form at labor.illinois.gov/paidleave **Existing Policy** 

and Exclusions who already provide their workers with paid

eave. There are also certain categories of workers that are not covered by the law.

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

DOL.PaidLeave@illinois.gov THIS NOTICE MUST BE DISPLAYED IN A CONSPICUOUS

OTHER NOTICES ARE POSTED

Printed by the Authority of State of Illinois 12/23 IOCI 24-1010 VEC

#### Day and Temporary Services Act law posting by email or conspicuous posting on a website or an Child Labor Law intranet site used by the employer to communicate work-related information to employees and employees can regularly access, freely To view electronic versions of all featured Illinois postings, including

and without interference. those made mandatory by HB 3733, on CPC's Digital Labor Law Postings web page, please scan this QR code

Know Your Rights: Workplace Discrimination is Illegal

524 S. 2nd St., Suite 300

**Attention: Illinois Employers and Employees** 

Re: Illinois Employment Law Electronic Posting Requirement

Springfield, IL 62701

What can You Do if You Believe Discrimination has Occurred? ontact the EEOC promptly if you suspect discrimination. Do not delay, bec ere are strict time limits for filing a charge of discrimination (180 or 300 de epending on where you live/work). You can reach the EEOC in any of the

OR SUBCONTRACTS

an EEOC field office (information at www.eeoc.gov/field-office) info@eeoc.gov EMPLOYERS HOLDING FEDERAL CONTRACTS

nuvious win disabilities from under standing and mining, promotion, uschaft pay, finge benefits, job training, classification, referral, and other aspects o employment by Federal contractors. Disability discrimination includes not measonable accommodation to the known physical or mental limitations of a otherwise qualified individual with a disability who is an applicant or employ arring undue hardship to the employer. Section 503 also requires that Federal programments of the properties of th

Race, Color, Religion, Sex, Sexual Orientation, Gender Identity,

cutive Order 11246, as amended, protects applicants and employees of tractors from discrimination based on inquiring about, disclosing, or dis r compensation or the compensation of other applicants or employees.

Asking About, Disclosing, or Discussing Pay

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 Individuals with Disabilities

Race, Color, National Origin, Sex

If you are deaf, hard of hearing, or have a speech disability, please dial 7-1-

PROGRAMS OR ACTIVITIES RECEIVING

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