

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.**

ILLINOIS WORKER FREEDOM OF SPEECH ACT (820 ILCS 57)

EFFECTIVE JANUARY 1, 2025

The Illinois Worker Freedom of Speech Act (WFSA) prohibits an employer or the agent, representative, or designee of the employer, from discharging, disciplining, penalizing, or threatening to take adverse employment action against an employee: (1) because the employee declines to attend or participate in an employer-sponsored meeting or declines to receive or listen to communications from the employer or the agent, representative, or designee of the employer if the meeting or communication is to communicate the opinion of the employee about religious matters or political matters; (2) as a means of inducing an employee to attend or participate in meetings or receive or listen to communications described in paragraph (1); or (3) because the employee, or a person acting on behalf of the employee, makes a good faith report, orally or in writing, of a violation or a suspected violation of the Act.

The Act does not prohibit an employer from: • Communicating information that the employer is required by law to communicate. • Conducting meetings or engaging in communications about religious or political matters as long as attendance or participating is voluntary. • Communicating information necessary for the employees to perform their required job duties. • Requiring employees to attend any training intended to foster a civil workplace, or reduce or prevent workplace harassment or discrimination.

WFSA DEFINITIONS • "Political matters" means matters relating to elections for political office, political parties, proposals to change legislation, proposals to change regulations, proposals to change public policy, and the decision to join or support any political party or political, civic, community, fraternal, or labor organization. • "Religious matters" means matters relating to religious belief, affiliation, and practice and the decision to join or support any religious organization or association.

ENFORCEMENT Any employee who believes their WFSA rights have been violated may file a civil action within one year after the date of the alleged violation. The court may order or award injunctive relief, reinstatement, back pay, reinstatement of benefits, and any other appropriate relief.

All covered employers must post and keep posted a notice of employee rights under the WFSA where employee notices are customarily posted.

For more information, email the Illinois Department of Labor (IDOL) at: DOL_WFSA@illinois.gov
Ref: 820 ILCS 57/20

Attention:

Illinois Employers and Employees Re: Illinois Employment Law Electronic Posting Requirement

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 law posting by email or conspicuous posting on a website or an intranet site used by the employer to communicate work-related information to employees and employees can regularly access, freely and without interference.

The electronic posting requirement applies to every employee subject to any provision or regulation under the:

- Minimum Wage Law
- Equal Pay Act of 2003
- Illinois Wage Payment and Collection Act
- Day and Temporary Services Act
- Child Labor Law

To view electronic versions of all featured Illinois postings, including those made mandatory by HB 3733, on CPC's Digital Labor Law Postings web page, please scan this QR code.



State of Illinois
Illinois Department of Labor

Your Rights Under Illinois Employment Laws

This is a summary of laws that satisfies Illinois Department of Labor posting requirements, and mission 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. • Employees must submit reimbursement requests within 30 calendar days unless an employer policy allows for additional time to submit. • Employer must provide an employee with a paycheck 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. • Employees may obtain penalty 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 unpaid 20 minutes if working a 12-hour shift or longer. • Employees must be afforded reasonable bathroom breaks.

Hotline: 1-312-793-2804

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. 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 violence, 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 1200 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 180 N. LaSalle, St. Suite C-1306, Chicago, IL 60601 (312) 793-2800 2309 W. Main Street, Suite 112, Marion, IL 62959 (618) 992-7900 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.

Printed by Authority of State of Illinois 12/24 IOCI 25-1213 1001

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 ensure 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 employer 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 1200 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 status 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
524 South Monroe St., Suite 400
Springfield, Illinois 62701
(217) 782-6206
Fax: (217) 782-0596

Michael A Bilandic Building
160 North LaSalle, Suite C-1300
Chicago, Illinois 60601-3150
(312) 793-2800
Fax: (312) 793-5257

Regional Office Building
2309 West Main Street, Suite 115
Marion, Illinois 62959
(618) 993-7090
Fax: (618) 993-7258

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STATE LABOR LAW

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 You also have the right to reasonable accommodations based on pregnancy and disability. This means you can ask for reasonable changes to your job if needed because you are pregnant or disabled.

RETALIATION 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

To report discrimination, you may: 1. Contact your employer's human resources or personnel department. 2. Contact the Illinois Department of Human Rights (IDHR) to file a charge. 3. Call the Illinois Sexual Harassment and Discrimination Helpline at 1-877-236-7703 to talk to someone about your concerns.

Chicago: 555 W. Monroe Street, 7th Floor
Chicago, IL 60661
(312) 814-6200
(866) 740-3953 (TTY)
(312) 814-6251 (fax)

Springfield: 524 S. 2nd St., Suite 300
Springfield, IL 62701
(217) 785-5100
(866) 740-3953 (TTY)
(217) 785-5106 (fax)

Website: idhr.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/idhr

Printed by the Authority of the State of Illinois version IDHR 01/2010
Ref: 775 ILCS 92-102(b)

Illinois Veterans Benefits and Services

The resources listed are available at no cost to assist Illinois veterans in gaining their earned benefits and services and understanding their rights, protections, and accommodations.

Mental Health and Substance Abuse Resources
U.S. Department of Veterans Affairs Veterans Crisis Line
Call: 988, press 1 • Text: 838255

Veteran Suicide and Crisis Lifeline
U.S. Department of Veterans Affairs Veterans Crisis Line
Call: 988, press 1 • Text: 838255

Crisis Text Line
Text: 741741 • Chat: crisistextline.org

State Resources

Illinois Department of Veterans Affairs
<https://veterans.illinois.gov/>

Illinois Office of the Attorney General
Military and Veterans Rights Bureau

Illinois Secretary of State
Veteran Driver's License or non-driver Veteran Identification Card and military specialized license plates

United States Department of Veterans Affairs federal claims support

U.S. Department of Veterans Affairs

Illinois Department of Veterans Affairs

County Veterans Assistance Commission

Veterans Service Organizations in Illinois

Military and Veterans Rights Helpline

The Military and Veterans Rights Bureau offers a helpline, 1-800-382-3000, to assist service members, veterans, and dependents on a wide-variety of issues related to military service while providing useful information designed to assist in the receipt of veterans' benefits.

United States Department of Veterans Affairs Homeless Program

Illinois Department of Veterans Affairs Prince Home

Protections for Survivors of Sexual Violence in the Military

To learn more about established protections, refer to: PA 102-0890 (iga.gov)

For Service Members, Veterans, and Families (SMVF) in Crisis

Crisis Line
DIAL 988 then PRESS 0

ILLINOIS DEPARTMENT OF VETERANS AFFAIRS

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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 repetition 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. When necessary, the employer must also pay for physical, mental, or vocational rehabilitation, within prescribed limits. The employer may choose two physicians, surgeons, or hospitals. If the employer notifies you that it has an approved Preferred Provider Program for workers' compensation, the PPO covers 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, other than a stroke. 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.

4. **KEEP WITHIN THE TIME LIMITS.** Generally, claims must be filed within three years of the injury or disability from an occupational disease, or within two years of the last worker's compensation payment, whichever is later. Claims for pneumoconiosis, radiological exposure, asbestos, 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's hearing.

For more information, go to the Illinois Workers' Compensation Commission's Web site or call any office: Chicago: 312/814-6200 California: 618/346-1400 Peoria: 312/814-6200 Springfield: 217/785-7087 Web site: www.wcc.il.gov Rockford: 815/414-6200 TDD (Deaf): 866/941-4370

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

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

Ref: 820 ILCS 305/5

EMERGENCY NUMBERS

CALL 911

- POLICE:
- AMBULANCE:
- PHYSICIAN:
- HOSPITAL:
- FIRE DEPARTMENT:
- POISON CONTROL:
- OSHA:

PAY DAY NOTICE

PAY DAY IS ON:

- MONDAY
- TUESDAY
- WEDNESDAY
- THURSDAY
- FRIDAY
- SATURDAY
- SUNDAY

PAY SCHEDULE IS:

- WEEKLY
- BIWEEKLY
- SEMI-MONTHLY
- MONTHLY

PAYCHECKS ARE ISSUED ON THE:

_____ AND _____ OF THE MONTH

AT: _____
TIME: _____

PAID LEAVE FOR ALL WORKERS ACT NOTICE

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