Illinois Óptometric Association

Paid Leave

EQUIRES PAID LEAVE FOR ANY REASON

Workers: Earn up to 40 hours of paid leave from

Use: Workers can use paid leave for any reaso

to provide a reason for their paid leave request.

Accrual: Workers earn 1 hour of paid leave for

provide workers with all paid leave hours at the

Carryover: Workers rollover all unused accrue

Retaliation is prohibited: Penalties may app

workers who exercise their rights under this law.

existing Policy and Exclusion

ertain exceptions may apply for employers who

Hotline: 312-793-2600

Equal Pay Act

quires employers to pay equal wages to men

d women doing the same or substantially

nilar work, unless such wage differences ar ased upon a seniority system, a merit system,

Employers and employment agencies are banned

from asking applicants past wage and compensation

Employees may disclose or discuss their own salarie

benefits, and other compensation with their co-worl

Employers are not allowed to pay less to African American employees versus non- African American

Certain employees at large businesses may request

wage/salary history for their job title from IDOL. Employers that publish job postings must include th

position's pay and benefits if an individual works in

supervisor or work location in Illinois.

Illinois or, if working remotely out of state, reports to

Hotline: 1-866-372-4365

WORKERS'

COMPENSATION

by work. Benefits are paid regardless of fault.

as one of your two choices of providers.

claim, you may be penalized under the law.

Party handling workers'

compensation claims

Business address

Business phone

Effective date

Policy number

settlements approved by the Commission are binding.

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

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

or relieve the effects of the injury or illness. Where necessary, the employer must also pay for physical, mental, or

2. NOTIFY YOUR EMPLOYER. You must notify your employer of the accidental injury or illness within 45 days,

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

necessary medical care until you are able to return to work that is reasonably available to you.

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

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

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

disablement from an occupational disease, or within two years of the last workers' compensation payment, whichever is

Injured workers have the right to reopen their case within 30 months after an award is made if the disability increases, but

later. Claims for pneumoconiosis, radiological exposure, asbestosis, or similar diseases have special requirements.

cases that are resolved by a lump-sum settlement contract approved by the Commission cannot be reopened. Only

Toll-free: 866/352-3033 Chicago: 312/814-6611 Peoria: 309/671-3019 Springfield: 217/785-7087

Web site: www.iwcc.il.gov Collinsville: 618/346-3450 Rockford: 815/987-7292 TDD (Deaf): 312/814-2959

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

IN EACH WORKPLACE AND COMPLETE THE INFORMATION BELOW.

Termination date

Employer's FEIN

4. KEEP WITHIN THE TIME LIMITS. Generally, claims must be filed within three years of the injury or

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

lready provide their workers with paid leave. There lso certain categories of workers that are not covered

to employers that take adverse action against

ontloaded leave does not have to be carried ov

paid leave at the end of the year. Any unused

every 40 hours they work. Employers may also

start of the 12-month period (frontloading).

of their choosing. Employers may not require worker

State of Illinois Illinois Department of Labor

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

Minimum Wage &

Overtime SETS MINIMUM WAGE FOR EMPLOYEES

Effective Jan. 1 2025

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

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

\$13.00 PER HOUR

650 hours per calendar year. Overtime

Most hourly employees and some salaried employees

ompensated at time and one-half their regular pay

re covered by the overtime law and must be

or 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 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, an that the job will not interfere with the minor's ° 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 day and no more than 6 days or 18 hours per week when school is in session or 40 hour 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) A 30-minute meal period is provided no

later than the fifth hour of work. Hotline: 1-800-645-5784

Unpaid Wages

WAGE PAYMENT AND COLLECTION ACT including earned wages, vacation pay, commissions and bonuses on their next regula scheduled payday. nauthorized deductions from paychecks are i allowed except as specified by law. Employers must reimburse employees for all necessary expenditures or losses incurred by employee during the scope of employment and related to services performed for the employe 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

Meal & **Rest Periods**

ONE DAY REST IN SEVEN ACT ides employees with 24 consecutive hours of within every seven (7) consecutive day period

Employers may obtain permits from the Departmen allowing employees to voluntarily work seven imployees 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 Employees must be afforded reasonable bathroom

Hotline: 1-312-793-2804

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 o -month period. Effective 1/1/24 employees who have worked at

east 1250 hours in the previous 12 months working or employers with 50 or more employees (employee eligible under the Family Bereavement Leave Act, 820 .CS 154 et seq.) are entitled to 2 additional weeks unpaid leave for certain reasons relating to a family o nousehold 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 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.**

Penalties

Filing a

Complaint

A worker may file a complaint with the Illinois

Act by filling out a complaint form at

labor.illinois.gov/paidleave.

Department of Labor alleging a violation of this

orkers may recover the amount they

ould have been paid for the leave,

enalties, and other equitable relief.

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

State of Illinois Illinois Department of Labo

PAID LEAVE FOR ALL WORKERS ACT NOTICE

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

Paid Leave Workers: Earn up to five (5) days per year of paid leave from work. **Use:** Workers can use paid leave for any reason of their choosing. Employers cannot require workers to provide a reason for their time off request. Employers may not require, as a condition of taking leave, that the employee search for a replacement worker. Accrual: Workers earn 1 hour of paid leave for every 40 hours they work. Carryover: Workers rollover all unused pa leave at the end of the year. Retaliation is prohibited: Penalties may apply





See QR code for more information on how to file a complaint and applicable exceptions to the law.

For a complete text of the laws, visit our website at:
www.labor.illinois.gov For more information or to file a Complaint,

DOL.PaidLeave@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 24-1010



NO SMOKING or E-CIGARETTE USE



Indoors or Within 15 Feet of Entrance



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



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?

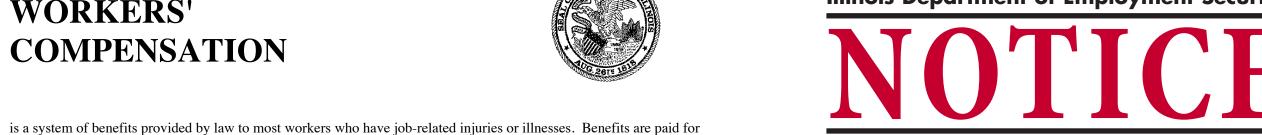
If so, you have the right to:

- 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.

Illinois Department of Employment Security



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

		ANTITITIES.
FILING A CLAIM	If Your Benefit Year Begins:	Your Base Period Will Be:
The Illinois Unemployment Insurance Act provides for the payment of benefits	This year between:	Last year between:
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	Jan. 1 and March 31	Jan. 1 and Sept. 30 and the year before between Oct. 1 and Dec. 31
www.ides.illinois.gov or at the nearest Illinois Department of	This year between:	Last year between:
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	April 1 and June 30	Jan. 1 and Dec. 31
actively seeking work and, in addition, must not be disqualified under any	This year between:	Last year between:

either orally or in writing. To avoid possible delays, it is recommended the notice also include your name, address, provisions of the Illinois Unemployment Insurance Act. Each employer shall deliver the pamphlet "What Every Worker Should Know 3. LEARN YOUR RIGHTS. Your employer is required by law to report accidents that result in more than three lost About Unemployment Insurance" to each worker separated from employment for an expected duration of seven or more days. The pamphlet shall be work days to the Workers' Compensation Commission. Once the accident is reported, you should receive a handbook that delivered to the worker at the time of separation or, if delivery is explains the law, benefits, and procedures. If you need a handbook, please call the Commission or go to the Web site. impracticable, mailed within five days after the date of the separation to the If you must lose time from work to recover from the injury or illness, you may be entitled to receive weekly payments and 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 REPORTING TIPS Employment Security office.

Unemployment insurance information is available from any Illinois Department of and shall include the amount of tips received during the pay period. Employment Security office. To locate the office nearest you, call 1-800-244-5631 or access the locations though our website at www.ides.illinois.gov.

BENEFITS Every claimant who files a new claim for unemployment insurance benefits must serve an unpaid waiting week for which he has filed and is otherwise The claimant's weekly benefit amount is usually a percentage of the worker's 1040 ES

statewide average weekly wage is calculated each year.

Last year between: April 1 and June 30 Jan. 1 and Dec. 31 Last year between: July 1 and Sept. 30 April 1 and Dec. 31 and this vear between Jan. 1 and March 31 Last year between: Oct. 1 and Dec. 31 July 1 and Dec. 31 and this year between Jan. 1 and June 30 In order to be monetarily eligible, a claimant must be paid a minimum of

\$1,600 during the base period with at least \$440 of that amount being 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 NOTE: Illinois unemployment insurance benefits are paid from a trust fund to which written statement or on Form UC-51, "Employee's Report of Tips," in only employers contribute. No deductions may be made from the wages of workers for 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,

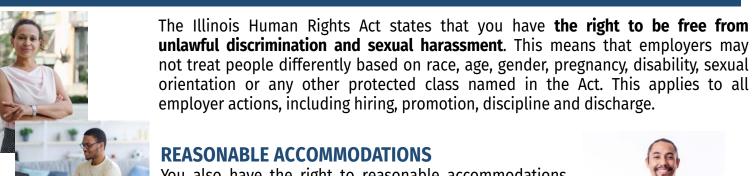
> TAXATION OF BENEFITS Unemployment insurance benefits are taxable if you are required to file a state or federal income tax return. You may choose to have federal and/or Illinois state income tax withheld from your weekly benefits. Since benefits are not subject to mandatory income tax withholding, 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

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 For additional information, call these toll-free numbers: average weekly wage. The minimum weekly benefit amount is \$51. The 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. Printed by the Authority of the State of Illinois Stock Number 4427/ BEN-57 (rev. 8/12)

ILLINOIS DEPARTMENT OF **Human Rights**

YOU HAVE THE RIGHT TO BE FREE FROM JOB DISCRIMINATION AND SEXUAL HARASSMENT.



based on pregnancy and disability. This means you can ask for reasonable changes to your job if needed because ou 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: 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/dh Printed by the Authority of the State of Illinois version IDHR 9/2022

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 www.illinois.gov/dhr

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: www.illinois.gov/dhr

ILLINOIS DEPARTMENT OF **Human Rights**

For immediate help or if you have questions regarding your rights. Call (312) 814-6200 or (217) 785-5100 or (866) 740-3953 (TTY)

CHICAGO OFFICE 100 West Randolph Street, 10th Floor Intake Unit

Chicago, IL 60601

(312) 814-6200

SPRINGFIELD OFFICE 222 South College St.. Room 101-A Intake Unit Springfield, IL 62704

(217) 785-5100

The charge process may be initiated by completing the form at: http://www.illinois.gov/dhr

Printed by the Authority of the State of Illinois . IDHR ENG . web . (02/17) . IOCI17-0405

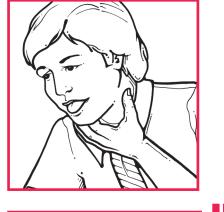
State of Illinois Illinois Department of Public Health

Emergency Care for

If victim CAN breathe, cough or make sounds DO NOT INTERFERE.



If victim CANNOT breathe. cough or make sounds, ask if you can help. **Give quick upward**

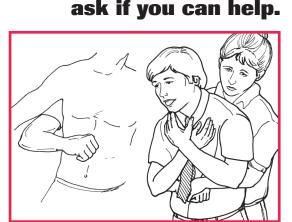


down AT LEAST 2 inches on the

center of the chest Place one hand

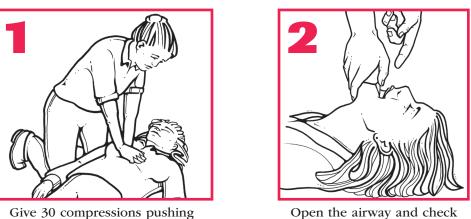
on top of the other. Push hard.

thrusts above the belly button and object is forced out, victim can breathe again, or victim



UNCONSCIOUS VICTIM — Send someone to call 911 and get the Automated External Defibrillator (AED). IF YOU ARE ALONE, perform 5 sets of 30 compressions and 2 breaths before

leaving to call 911. Follow these steps.



With the airway open, the mouth for objects. attempt to give TWO breaths. Remove the obstructing If unsuccessful, return to

object only if you see it. compressions. Repeat steps 1, 2 and 3 until victim starts breathing or until emergency medical help arrives.

Illinois Department of Public Health Have someone call for an ambulance, rescue squad or EMS. DO NOT PRACTICE ON PEOPLE. Abdominal thrusts may cause injury. Emergency Medical Systems and Highway Safety Use back blows and chest thrust on infants. Use chest thrust on pregnant women 422 S. 5th St., Third Floor Springfield, IL 62701 • 217-785-2080 For children 1 to 8 years of age, compress at the depth of approximately 2 inches. Standards for CPR and ECC are consistent with Learn to perform emergency care for choking and cardiopulmonary resuscitation (CPR). American Heart Association recommendations For CPR training information, call your local American Heart Association or

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- <u>rights/</u> 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-veteransrights/. Employers are required to provide employees entitled to rights and penefits 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/







Victims' Economic Security and Safety Act (VESSA) **REOUIRED 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;

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

Seeking or receiving medical help, legal assistance (including participation in legal proceedings), counseling,

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

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;

Grieving a death caused by a crime of 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

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@lllinois.gov

Lincoln Tower Plaza 524 South 2nd Street, Suite 400 Springfield, Illinois 62701

(217) 782-6206

Fax: (217) 782-0596

Exercised any other rights under VESSA.

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 Printed by Authority of the State of Illinois 12/24 IOCI 25-1209