

Provided by your Illinois Optometric Association

This is a summary of laws that satisfies Illinois Department of Labor posting requirements. Your Rights Under Illinois Employment Laws

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

Minimum Wage & Overtime

SETS MINIMUM WAGE FOR EMPLOYEES

Effective Jan. 1 2025

\$15.00 PER HOUR

Applies to employees 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 youth (under 18) working fewer than 450 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.
- Unlawful deductions from paychecks are not allowed except as specified by law.
- Employers must reimburse employees for all necessary expenditures or losses incurred by an employee during the scope of employment and related to services performed for the employer.
- Employee must submit reimbursement request.
- Employer must provide an employee with a paystub for every pay period.

Hotline: 1-312-793-2808

Paid Leave

REQUIRES PAID LEAVE FOR ANY REASON

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

Existing Policy and Exclusions

Certain exceptions may apply for employees 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 permits from the Department allowing employees to voluntarily work seven consecutive days.
- Employees working 7 1/2 consecutive 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 12 hour shift or longer.
- Employees must be afforded reasonable bathroom breaks.

Hotline: 1-312-793-2804

Violent Crime Victims' Leave

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

- Employees with 50 or more employees who have worked at least 1250 hours in the previous 12 months working occupation in 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 in a 12-month period to be completed within 60 days after the date the employee received notice of the crime of the victim.
- Work is performed only between the hours of 7 a.m. to 5 p.m. during the school year.
- A 30-minute meal period is provided no later than the fifth hour of work.

Hotline: 1-312-793-2800

Child Labor

WORKERS UNDER AGE 16

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

- 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 in 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 in a 12-month period to be completed within 60 days after the date the employee received notice of the crime of the victim.
- Work is performed only between the hours of 7 a.m. to 5 p.m. during the school year.
- A 30-minute meal period is provided no later than the fifth hour of work.

Hotline: 1-800-645-5784

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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 paid leave at the end of the year.
- Retaliation is prohibited:** Penalties may apply to employers that take adverse action against workers who exercise their rights under this law.

Penalties

Workers may recover the amount they should have been paid for the leave, penalties, and other equitable relief.

Filing a Complaint

A worker may file a complaint with the Illinois Department of Labor alleging a violation of this Act by filing out a complaint form at labor.illinois.gov/pdleave.

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.

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

For a complete text of the law, visit our website at www.labor.illinois.gov

For more information or to file a Complaint, contact us at: DDLPaidLeave@illinois.gov

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

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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 repetitive use of a part of the body, heart attacks, or any other physical problem caused by work. Benefits are paid regardless of fault.

- IF YOU HAVE A WORK-RELATED INJURY OR ILLNESS, TAKE THE FOLLOWING STEPS:**
- 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 PPTP covers 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.
 - 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.
 - KEEP WITHIN THE TIME LIMITS.** Generally, claims must be filed within three years of the injury or disablement from an occupational disease, or within two years of the last workers' compensation payment, whichever is later. Claims for pneumoconiosis, radiological exposure, 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 are binding.

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

Toll-free: 866-352-3033 Chicago: 312/814-6611 Peoria: 309/671-3019 Springfield: 217/785-2087
Web site: www.illinois.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.

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

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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 benefits amount, an allowance for a nonworking 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 fulltime because of lack of work, he or she may be eligible for partial benefits if the wages earned in each calendar week are less than his or her weekly benefit amount. For any such week, employees must provide employees with a statement of "file earnings" which should be taken to their Illinois Department of Employment Security office.

NOTES: Illinois unemployment insurance benefits are paid from a fund that is levied on employers' contributions. No deduction 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 1-800-244-6531 or access the location through our website at www.ides.illinois.gov.

BENEFITS

Every claimant who files a new claim for unemployment insurance benefits must serve an imposed waiting week for which he or she has not been paid or 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.

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 Department of Public Health
Emergency Medical Systems and Highway Safety
422 S. 5th St., Third Floor
Springfield, Illinois 62701 • 217-785-2989
Illinois is a CPR and AED training state. CPR and AED are required with American Heart Association recommendations.

Repeat steps 1, 2 and 3 until victim starts breathing or until emergency medical help arrives.

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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:

- 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.

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/dhr
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Indoors or Within 15 Feet of Entrance

To submit a complaint:

www.smoke-free.illinois.gov
866-973-4646
TTY: 800-547-0466 (hearing impaired use only)

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IDPH
ILLINOIS DEPARTMENT OF PUBLIC HEALTH
Smoke-Free Illinois Act (410 ILCS 92), amended by Public Act 100-0272
100-24-748D

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 despidiera, 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

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>

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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?

- All members of the Armed Forces of the United States whether active duty or reserve, including the National Guard when performing State duty.
- 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.
- 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://illinoistoregattorneygeneral.gov/rights-of-the-people/military-and-veterans-rights/> or call the Military & Veterans Rights Helpline at 1-800-382-3000 to ask questions or request training.

This notice is available for download on the Attorney General's website by going to <https://illinoistoregattorneygeneral.gov/rights-of-the-people/military-and-veterans-rights/> or call the Military & Veterans Rights Helpline at 1-800-382-3000 to ask questions or request training.

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This material is available in alternate format upon request.

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 effects 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 a crime of violence;
- Making arrangements necessitated by a death caused by a crime of violence, or;
- Grieving a death caused by a crime of violence.

NOTICE AND CERTIFICATION Employees must provide the employer with at least 48 hours advance notice of the intention to take leave, unless providing advance notice is not practicable. If an employee is unable to provide advance notice, an employee must provide notice when an employee is able to do so, within a reasonable period of time after the absence.

Certification may be provided to the employer by a sworn statement of the employee and other documentation, if the employee has possession, such as the following:

- Documentation from an employee, agent or volunteer of a victim services organization, an attorney, a member of the clergy, or medical or other professional assisting in addressing the violence;
- A police, court, or military record;
- A death certificate, published obituary, or written verification of death, burial, or memorial services, or any 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
1-16 employees	1-16 employees
17-49 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 are eligible under the Family Bereavement Leave Act, 820 ILCS 156 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 violence, sexual violence, gender violence, or any other crime of violence;
- Attended, participated in, prepared for, or requested leave to attend, participate in, or prepare for a criminal or civil court or administrative proceeding relating to domestic, sexual, or gender violence, or any other crime of violence;
- Requested or took Vessa leave for any reason;
- Requested an accommodation, regardless of whether the accommodation was granted;
- The workplace is disrupted or threatened by the action of a person whom the individual states has committed or threatened to commit domestic, sexual, or gender violence, or any other crime of violence, against the individual or the individual's family or household member, or
- Exercised any other rights under Vessa.

CONFIDENTIALITY Employers must maintain the confidentiality of all information pertaining to the use of Vessa, leave pursuant to 820 ILCS 180/3(d).

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

Lincoln Tower Plaza 524 South 2nd Street, Suite 400 Springfield, Illinois 62701 (217) 785-2900 Fax: (217) 782-0596	Michael A. Boland's Building 160 North LaSalle, Suite C-3300 Chicago, Illinois 60601-3150 (312) 793-2900 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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