**Your Base Period Will Be:** 

Jan. 1 and Sept. 30 and the year

April 1 and Dec. 31 and this year

between Jan. 1 and March 31

July 1 and Dec. 31 and this year

REV. 08/2012

REV. 07/2020

between Jan. 1 and June 30

before between Oct. 1 and Dec. 31

Last vear between:

Last year between:

Last year between:

Last year between:

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

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

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

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.

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

Internal Revenue Service 1-800-829-1040.

For additional information, call these toll-free numbers:

If you have been awarded temporary total disability benefits under a workers'

Jan. 1 and Dec. 31

# **EMPLOYMENT** LAWS

# FEDERAL

# ILLINOIS

**If Your Benefit Year Begins:** 

This year between:

Jan. 1 and March 31

This year between:

April 1 and June 30

This year between:

This year between:

highest calendar quarter.

office for more information

during the pay period.

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.

DEPARTMENT OF LABOR — IDOL

**Victims' Economic Security and Safety Act** 

(VESSA)

**Required Posting for Employers** 

This act applies to employees who are victims of domestic violence of any kind by a family or household member

CERTIFICATION - An employer may require the employee to provide certification of domestic violence and that leave is to address domestic violence. This information is to be

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

For information on filing a complaint please call: 312-793-6797

or visit the website: https://www2.illinois.gov/idol/Laws-Rules/CONMED/Pages/vessa.aspx

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

900 SOUTH SPRING STREET

Springfield, Illinois 62704-2725

(217) 782-6206

Fax: (217) 782-0596

YOUR RIGHTS UNDER USERRA

THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain

types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of

the uniformed services, and applicants to the uniformed services.

Leave permitted

4 weeks

8 weeks

12 weeks

Number of employees

50 or more employees

1-14 employees

15-49 employees

Oct. 1 and Dec. 31

July 1 and Sept. 30

DEPARTMENT OF EMPLOYMENT SECURITY NOTICE

to workers about Unemployment Insurance Benefits

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

FED

**OVERTIME PAY** 

## EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

**FEDERAL MINIMUM WAGE** \$7.25 PER HOUR

**ENFORCEMENT** 

**BEGINNING JULY 24, 2009** The law requires employers to display this poster where employees can readily see it.

At least  $1\frac{1}{2}$  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

**TIP CREDIT** 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 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

NURSING MOTHERS The FLSA requires employers to provide reasonable break time for a nursing mother employee who is subject to the FLSA's overtime requirements in order for the employee to express breast milk for her nursing child for

one year after the child's birth each time such employee has a need to express breast milk. Employers are also required to 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

DEPARTMENT OF LABOR UNITED STATES OF AMERICA

**WAGE AND HOUR DIVISION** UNITED STATES DEPARTMENT OF LABOR

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 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 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.

**ADDITIONAL INFORMATION** Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions. 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.

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 contractors are not. Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under

> 1-866-487-9243 TTY: 1-877-889-5627 www.dol.gov/whd

Employees may disclose or discuss their own salaries, benefits, and

Employers are not allowed to pay less to African American employees

other compensation with their co-workers and colleagues.

Provides employees who are victims of domestic or sexual violence, or who

have family members who are victims, with up to 12 weeks of unpaid leave

Provides employees with 24 consecutive hours of rest each calendar

Employees working 7½ continuous hours must be allowed a meal

period of at least 20 minutes no later than 5 hours after the start of

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

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

The work is not deemed a hazardous occupation (a full listing can

day on non-school days and no more than 6 days or 48 hours per

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 is limited to 3 hours per day on school days, 8 hours per

Work is performed only between the hours of 7 a.m. to 7 p.m.

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

that the job will not interfere with the minor's education;

Employers may obtain permits from the Department allowing

employees to voluntarily work seven consecutive days.

versus a non-African American employees.

**Domestic or Sexual Violence Leave** 

**Victims' Economic Security and Safety Act** 

Hotline: 1-866-EPA-IDOL

during a 12-month period.

Phone: 312-793-6797

Phone: 312-793-2804

**Workers under Age 16** 

limited conditions

be found on our website);

**Child Labor** 

**Meal and Rest Periods** 

One Day Rest in Seven Act

special certificates issued by the Department of Labor.

REV. 07/2016

**DEPARTMENT OF LABOR Your Rights Under Illinois Employment Laws** 

Minimum Wage \$10.00 per **Wage Increases Schedule** hour (Effective July 1, 2020) Effective July 1, 2020.....\$10.00 and Overtime **Coverage:** Applies to Effective Jan. 1, 2021.....\$11.00 employers with 4 or more Effective Jan. 1, 2022.....\$12.00 employees. Domestic Effective Jan. 1, 2023.....\$13.00 workers are covered even

Effective Jan. 1, 2024.....\$14.00 if the employer only has 1 worker. Certain workers Effective Jan. 1, 2025.....\$15.00 are not covered by the Minimum Wage Law and some workers may be paid less than the minimum wage under limited conditions. For more information, visit our website. (See wage Increases schedule above).

**Tipped Employees:** Must be paid at least 60% of the applicable num wage. 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. **Overtime:** Most hourly employees and some salaried employees are covered by the overtime law and must be compensated at time and

one-half of their regular pay for hours worked over 40 in a workweek. Hotline: 1-800-478-3998 **Unpaid Wages** 

**Wage Payment and Collection Act** imployees 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

Employers must reimburse employees for all necessary expenditures or losses incurred by an employee during the scope of employment and related to services performed for the employer. Employee must submit reimbursement request within 30 calendar days unless an employer policy allows for additional time to submit.

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

Employers and employment agencies are banned from asking applicants past wage and compensation histories.

Hotline: 1-800-645-5784 This is a summary of laws that satisfies Illinois Department of Labor posting requirements. For a complete text of the laws, visit our website at: www.labor.illinois.gov For more information or to file a complaint, contact us at:

160 N. LaSalle St, Suite C-1300, Chicago, IL 60601 CHICAGO 312.793.2800 • SPRINGFIELD 217.782.6206 • MARION 618.993.7090 THIS POSTER MUST BE DISPLAYED WHERE EMPLOYEES CAN EASILY SEE IT.

**NOTICE:** This state has its own minimum wage law. Employers are also required to display the federal Employee Rights Under the Fair Labor Standards

REV. 07/2020

Act posting, which indicates the federal minimum wage. Where federal and state rates both apply to an employee, the U.S. Department of Labor dictates that the employee is entitled to the higher minimum wage rate. THIS NOTICE IS FOR INFORMATIONAL PURPOSES ONLY.

OFFICE OF THE ATTORNEY GENERAL

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 of 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 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

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

employer requirements, employers maintain the right to provide greater

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 www.illinoisattorneygeneral.gov/rights/veterans.html 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 www.illinoisattorneygeneral.gov/rights/veterans.html. Employers are required to provide employees entitled to rights and benefits under ISERRA a notice of the rights, benefits, and obligations of service member employees. This requirement may be met by the posting of this notice where employers customarily place notices for employees. ISERRA is codified as Public Act 100-1101 and can be found at www.ilga.gov/legislation/publicacts/100/PDF/100-1101.pdf.

This material is available in alternate format upon request.

involvement in a workplace incident (theft, embezzlement, etc.) that

The law does not preempt any provision of any State or local law or any

collective bargaining agreement which is more restrictive with respect

Where polygraph tests are permitted, they are subject to numerous

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.

The Secretary of Labor may bring court actions to restrain violations and

assess civil penalties against violators. Employees or job applicants may

strict standards concerning the conduct and length of the test.

resulted in economic loss to the employer.

**EXAMINEE RIGHTS** 

also bring their own court actions.

taking leave;\* and

**REQUESTING LEAVE** 

employer's usual procedures.

what additional information is required.

**EMPLOYER RESPONSIBILITIES** 

**ENFORCEMENT** 

**REV. 02/2020** 

FED

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 he 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 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 **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

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.

**Workers' Compensation** 

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

**FILING A CLAIM** 

the total amount payable.

workers for this purpose.

of the Illinois Unemployment Insurance Act.

The Illinois Unemployment Insurance Act provides for the payment of benefits to

Claims can be filed online at www.ides.illinois.gov or at the nearest Illinois

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.

Department of Employment Security office to the worker's home. To be eligible for

actively seeking work and, in addition, must not be disqualified under any provisions

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

A claimant may also be entitled to receive, in addition to the weekly benefit amount,

allowance is a percentage of the average weekly wage of the claimant in his or her

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

be taken to their Illinois Department of Employment Security office.

access the locations though our website at www.ides.illinois.gov.

an unpaid waiting week for which he has filed and is otherwise eligible.

A victim or family member may use this time to

kept in the strictest of confidence by the employer

Taking action to further protect their safety; or

calendar week are less than his or her weekly benefit amount. For any such week,

base period. The weekly benefit amount plus any allowance for a dependent make up

employers should provide employees with a statement of "low earnings" which should

**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

Unemployment insurance information is available from any Illinois Department of

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

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

A victim or family member may use this time off as needed. It may be taken in increments.

**DISCRIMINATION** – An employer may not discriminate against any employee for using leave under this law.

MICHAEL A BILANDIC BUILDING

CHICAGO, ILLINOIS 60601-3150

(312) 793-2800

Fax: (312) 793-5257

160 North LaSalle, Suite C-1300

Seek medical attention for injuries related to domestic violence.

Seeking legal assistance or participating in court proceedings.

NOTICE - Employee shall provide employer with 48 hours' notice before their leave.

Obtain counseling or other aid from a victim services organization.

Employment Security office. To locate the office nearest you, call 1-800-244-5631 or

be supplied by the Illinois Department of Employment Security to each employer

an allowance for a non-working spouse or a dependent child or children. The

benefits, an unemployed individual must be available for work, able to work and

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:

Peoria: 309/671-3019 Toll-free: 866/352-3033 Rockford: 815/987-7292 Springfield: 217/785-7087 Chicago: 312/814-6611

PARTY HANDLING WORKERS'

EMPLOYER'S FEIN

**E**FFECTIVE DATE

**REV. 10/2011** 

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

DEPARTMENT OF HUMAN RIGHTS — IDHR

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 med in the Act. This applies to all employer actions, including hiring, promotion, discipline

**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

It is also unlawful for employers to treat people differently because they have reported discrimination,

REPORT DISCRIMINATION To report discrimination, you may: Contact vour employer's human resources or

JAMES R. THOMPSON CENTER 100 West Randolph Street, Suite 10-100 CHICAGO, IL 60601 (312) 814-6200

(866) 740-3953 (TTY) (312) 814-6251 (Fax) SPRINGFIELD: 535 W. JEFFERSON STREET 1st Floor Springfield, IL 62702 (217) 785-5100 (866) 740-3953 (TTY)

(217) 785-5106 (Fax)

Website: www.illinois.gov/dhr 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 9/18 . web version . IOCI19-0181

**REV. 09/2018** 

WAGE PAYMENT AND COLLECTION ACT

The Illinois Wage Payment and Collection Act, 820 ILCS 115/10 (from Ch. 48, par. 39m-10), requires employers to post and keep posted at each regular place of business in a position easily accessible to all employees one or more otices indicating the regular paydays and the place and time for payment. FOR EMPLOYEES OF:

REGULAR PAYDAYS SHALL BE AS FOLLOWS:

DEPARTMENT OF HUMAN RIGHTS — IDHR

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.

Your employer cannot: Discriminate against you because of your pregnancy.

reasonable accommodation nformation regarding your rights, download the Illinois Es ilegal que su empleador la despida, se niegue a contratarla o a proporcionarle una adaptación razonable a causa de su embarazo. Para obtener

**Human Rights** 

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

**CHICAGO OFFICE** 100 WEST RANDOLPH **Room 101-A** 10th Floor INTAKE UNIT Springfield, IL 62704 INTAKE UNIT CHICAGO, IL 60601 (217) 785-5100

The charge process may be initiated by completing the form at: http://www.illinois.gov/dhr IDHR ENG. web. IOCI17-0405

Title II of the Genetic Information Nondiscrimination

Act of 2008 protects applicants and employees from

discrimination based on genetic information in hiring,

GINA also restricts employers' acquisition of genetic

information and strictly limits disclosure of genetic

information. Genetic information includes information

about genetic tests of applicants, employees, or their

disorders in family members (family medical history);

family members; the manifestation of diseases or

and requests for or receipt of genetic services by

applicants, employees, or their family members.

All of these Federal laws prohibit covered entities

of discrimination, participates in a discrimination

proceeding, or otherwise opposes an unlawful

There are strict time limits for filing charges of

employment practice.

**HAS OCCURRED** 

**Employers Holding Federal Contracts or Subcontracts** 

Applicants to and employees of companies with a Federal government contract or subcontract are protected under

Federal law from discrimination on the following bases:

from retaliating against a person who files a charge

WHAT TO DO IF YOU BELIEVE DISCRIMINATION

employment discrimination. To preserve the ability of

EEOC to act on your behalf and to protect your right to

file a private lawsuit, should you ultimately need to, you

should contact EEOC promptly when discrimination is

The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820

impairments). EEOC field office information is available

section. Additional information about EEOC, including

discrimination and requires affirmative action to employ

and advance in employment disabled veterans, recently

separated veterans (within three years of discharge

or release from active duty), other protected veterans

(veterans who served during a war or in a campaign

or expedition for which a campaign badge has been

(veterans who, while on active duty, participated in

a U.S. military operation for which an Armed Forces

Retaliation is prohibited against a person who files a

complaint of discrimination, participates in an OFCCP

Any person who believes a contractor has violated its

nondiscrimination or affirmative action obligations

Programs (OFCCP), U.S. Department of Labor, 200

Constitution Avenue, N.W., Washington, D.C. 20210,

1-800-397-6251 (toll-free) or (202) 693-1337 (TTY).

OFCCP-Public@dol.gov, or by calling an OFCCP regional

or district office, listed in most telephone directories

under the authorities above should contact

The Office of Federal Contract Compliance

OFCCP may also be contacted by e-mail at

under U.S. Government, Department of Labor.

Section 504 of the Rehabilitation Act of 1973, as

with disabilities who, with or without reasonable

amended, prohibits employment discrimination on

the basis of disability in any program or activity which

receives Federal financial assistance. Discrimination is

prohibited in all aspects of employment against persons

accommodation, can perform the essential functions of

If you believe you have been discriminated against in

financial assistance, you should immediately contact the

REV. 11/2009

a program of any institution which receives Federa

Federal agency providing such assistance.

**INDIVIDUALS WITH DISABILITIES** 

proceeding, or otherwise opposes discrimination under

service medal was awarded).

these Federal laws.

immediately:

**Programs or Activities Receiving Federal Financial Assistance** 

authorized), and Armed Forces service medal veterans

(toll-free TTY number for individuals with hearing

at www.eeoc.gov or in most telephone directories

in the U.S. Government or Federal Government

information about charge filing, is available at

promotion, discharge, pay, fringe benefits, job training,

classification, referral, and other aspects of employment.

**REV. 02/2017** 

## are a past or present member of the uniformed service;

cases, a comparable job.

7/20 100 IOCI 21-040

**REEMPLOYMENT RIGHTS** 

perform service in the uniformed service and:

with that particular employer;

conclusion of service; and

FED

are obligated to serve in the uniformed service; have applied for membership in the uniformed service; or then an employer may not deny you: initial employment; promotion: or

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

You have the right to be reemployed in your civilian job if you leave that job to

you ensure that your employer receives advance written or verbal notice of your

you have five years or less of cumulative service in the uniformed services while

you return to work or apply for reemployment in a timely manner after

you have not been separated from service with a disqualifying discharge or

If you are eligible to be reemployed, you must be restored to the job and benefits you

would have attained if you had not been absent due to military service or, in some

reemployment; any benefit of employment retention in employment; because of this status. In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in

request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation.

at http://www.dol.gov/elaws/userra.htm.

dependents for up to 24 months while in the military.

**HEALTH INSURANCE PROTECTION** 

You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

REGIONAL OFFICE BUILDING

2309 WEST MAIN STREET, SUITE 115

Marion, Illinois 62959

(618) 993-7090

Fax: (618) 993-7258

The rights listed here may vary depending on the circumstances. The text of this

• If you leave your job to perform military service, you have the right to elect to

continue your existing employer-based health plan coverage for you and your

Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are

reemployed, generally without any waiting periods or exclusions (e.g., pre-

The U.S. Department of Labor, Veterans Employment and Training Service

For assistance in filing a complaint, or for any other information on

USERRA, contact VETS at **1-866-4-USA-DOL** or visit its website at

existing condition exclusions) except for service-connected illnesses or injuries.

(VETS) is authorized to investigate and resolve complaints of USERRA violations.

http://www.dol.gov/vets. An interactive online USERRA Advisor can be viewed

notice was prepared by VETS, and may be viewed on the internet at this address: http://www.dol.gov/vets/programs/userra/poster.htm. Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying the text of this notice where they customarily place notices for employees.

connection with a proceeding under USERRA, even if that person has no service U.S. Department of Labor • 1-866-487-2365 U.S. Department of Justice Office of Special Counsel Employer Support of the Guard and Reserve • 1-800-336-4590

**ENFORCEMENT** 

REV. 04/2017

## FED

FED

**LEAVE ENTITLEMENTS** 

## **EMPLOYEE RIGHTS EMPLOYEE POLYGRAPH PROTECTION ACT** The Act also permits polygraph testing, subject to restrictions, of

The Employee Polygraph Protection Act prohibits most private **employers from using lie detector tests either for pre-employment** certain employees of private firms who are reasonably suspected of reening or during the course of employment. **PROHIBITIONS** 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. **EXEMPTIONS** 

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

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.

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.

1-866-487-9243 TTY: 1-877-889-5627 www.dol.gov/whd

within 75 miles of the employee's worksite.



Have at least 1,250 hours of service in the 12 months before

\*Special "hours of service" requirements apply to airline flight crew

Generally, employees must give 30-days' advance notice of the need

for FMLA leave. If it is not possible to give 30-days' notice, an employee

must notify the employer as soon as possible and, generally, follow the

Employees do not have to share a medical diagnosis, but must provide

perform his or her job functions, that a family member cannot perform

daily activities, or that hospitalization or continuing medical treatment is

necessary. Employees must inform the employer if the need for leave is

for a reason for which FMLA leave was previously taken or certified.

supporting the need for leave. If the employer determines that the

certification is incomplete, it must provide a written notice indicating

Once an employer becomes aware that an employee's need for leave is

for a reason that may qualify under the FMLA, the employer must notify

the employee if he or she is eligible for FMLA leave and, if eligible, must

Employers must notify its employees if leave will be designated as FMLA

also provide a notice of rights and responsibilities under the FMLA. If

the employee is not eligible, the employer must provide a reason for

leave, and if so, how much leave will be designated as FMLA leave.

Employees may file a complaint with the U.S. Department of Labor,

Wage and Hour Division, or may bring a private lawsuit against an

bargaining agreement that provides greater family or medical leave

The FMLA does not affect any federal or state law prohibiting

discrimination or supersede any state or local law or collective

Employers can require a certification or periodic recertification

enough information to the employer so it can determine if the leave

qualifies for FMLA protection. Sufficient information could include

informing an employer that the employee is or will be unable to

Work at a location where the employer has at least 50 employees

**REV. 07/2016** 

## EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

employees.

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the

The birth of a child or placement of a child for adoption or foster To bond with a child (leave must be taken within 1 year of the child's birth or placement); To care for the employee's spouse, child, or parent who has a

qualifying serious health condition;

For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job; For qualifying exigencies related to the foreign deployment of a nilitary member who is the employee's spouse, child, or parent. An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health

Upon return from FMLA leave, most employees must be restored to the

insurance coverage as if the employees were not on leave.

same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions. An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in

## **ELIGIBILITY REQUIREMENTS** An employee who works for a covered employer must meet three

any proceeding under or related to the FMLA

**BENEFITS & PROTECTIONS** 

criteria in order to be eligible for FMLA leave. The employee must: Have worked for the employer for at least 12 months; For additional information or to file a complaint:



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1-866-4-USWAGE (1-866-487-9243) TTY: 1-877-889-5627 www.dol.gov/whd



U.S. Department of Labor • Wage and Hour Division • WH1420



4. KEEP WITHIN THE TIME LIMITS. Generally. Workers' Compensation is a system of benefits

Web site: www.iwcc.il.gov Collinsville: 618/346-3450 TDD (Deaf): 312/814-2959 BY LAW, EMPLOYERS MUST DISPLAY

THIS NOTICE IN A PROMINENT PLACE IN

**EACH WORKPLACE AND COMPLETE THE** INFORMATION BELOW.

available to you.

3. Call the Illinois Sexual Harassment and Discrimination Helpline at 1-877-236-7703 to talk to someone about your concerns.

CHICAGO:

because you are pregnant or disabled.

participated in an investigation, or helped others exercise their right to complain about discrimination.

personnel department. 2. Contact the Illinois Department of Human Rights (IDHR) to file a charge.

**Payday Notice** 

Pregnancy and your Rights in the Workplace Are you pregnant, recovering from childbirth, or do you have a medical or common condition

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.

Retaliate against you because you requested a 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 Department of Human Rights' fact sheet from our website at <u>www.illinois.gov/dhr</u>

RACE, COLOR, RELIGION, SEX, NATIONAL

Title VII of the Civil Rights Act of 1964, as amended,

protects applicants and employees from discrimination

in hiring, promotion, discharge, pay, fringe benefits,

job training, classification, referral, and other aspects

Religious discrimination includes failing to reasonably

accommodate an employee's religious practices where

the accommodation does not impose undue hardship.

Title I and Title V of the Americans with Disabilities

Disability discrimination includes not making reasonable accommodation to the known physical or

parring undue hardship.

**SEX (WAGES)** 

executive level.

**MEDAL VETERANS** 

Act of 1990, as amended, protect qualified individuals

from discrimination on the basis of disability in hiring,

promotion, discharge, pay, fringe benefits, job training,

mental limitations of an otherwise qualified individual

The Age Discrimination in Employment Act of 1967, as

amended, protects applicants and employees 40 years

of age or older from discrimination based on age in

hiring, promotion, discharge, pay, fringe benefits, job

training, classification, referral, and other aspects of

In addition to sex discrimination prohibited by Title VII

of the Civil Rights Act, as amended, the Equal Pay Act

of 1963, as amended, prohibits sex discrimination in

substantially equal work, in jobs that require equal

skill, effort, and responsibility, under similar working

RACE, COLOR, RELIGION, SEX, NATIONAL

Executive Order 11246, as amended, prohibits job

discrimination on the basis of race, color, religion, sex or

equality of opportunity in all aspects of employment.

promotion, discharge, pay, fringe benefits, job training,

reasonable accommodation to the known physical or

with a disability who is an applicant or employee,

mental limitations of an otherwise qualified individual

barring undue hardship. Section 503 also requires that

Federal contractors take affirmative action to employ

disabilities at all levels of employment, including the

**DISABLED, RECENTLY SEPARATED, OTHER** 

PROTECTED, AND ARMED FORCES SERVICE

The Vietnam Era Veterans' Readjustment Assistance

In addition to the protections of Title VII of the Civil

Rights Act of 1964, as amended, Title VI of the Civil

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 where employment discrimination causes or may cause discrimination in

discrimination on the basis of sex in educational

programs or activities which receive Federal financial

Rights Act of 1964, as amended, prohibits discrimination

on the basis of race, color or national origin in programs

ding services under such programs. Litle IX of the

EEOC 9/02 and OFCCP 8/08 Versions Useable With 11/09 Supplement

Education Amendments of 1972 prohibits employment

RACE, COLOR, NATIONAL ORIGIN, SEX

Act of 1974, as amended, 38 U.S.C. 4212, prohibits job

and advance in employment qualified individuals with

classification, referral, and other aspects of employment.

national origin, and requires affirmative action to ensure

conditions, in the same establishment.

**INDIVIDUALS WITH DISABILITIES** 

Section 503 of the Rehabilitation Act of 1973,

Disability discrimination includes not making

as amended, protects qualified individuals from

discrimination on the basis of disability in hiring,

the payment of wages to women and men performing

with a disability who is an applicant or employee,

classification, referral, and other aspects of employment.

of employment, on the basis of race, color, religion,

sex (including pregnancy), or national origin.

información sobre el embarazo y sus derechos en el lugar de trabajo en español, visite: **ILLINOIS DEPARTMENT OF** 

(312) 814-6200

**Equal Employment Opportunity is THE LAW** 

Private Employers, State and Local Governments, Educational Institutions,

**Employment Agencies and Labor Organizations** 

Applicants to and employees of most private employers, state and local governments, educational institutions,

**GENETICS** 

(866) 740-3953 (TTY) **SPRINGFIELD OFFICE** 222 SOUTH COLLEGE ST.,

# ACT IA®

# **Job Safety and Health** IT'S THE LAW!

## All workers have the right to:

 A safe workplace. Raise a safety or health concern with related injury or illness, without being

Receive information and training on job hazards, including all hazardous substances in your workplace. Request a confidential OSHA inspection

OSHA on your behalf. Participate (or have your representative) participate) in an OSHA inspection and

(by phone, online or by mail) if you have been retaliated against for using your rights.

Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

**Employers must:** 

 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 health and safety concern with you or with OSHA, or reporting a work-related injury or illness.

Comply with all applicable OSHA standards.

Notify OSHA within 8 hours of a workplace

fatality or within 24 hours of any work-related

inpatient hospitalization, amputation, or loss

Provide required training to all workers in a

language and vocabulary they can understand. Prominently display this poster in the workplace. Post OSHA citations at or near the place of

the alleged violations.

On-Site Consultation services are available to small and medium-sized employers, without citation or penalty, through OSHA-supported consultation programs in every state.



1-800-321-OSHA (6742) • TTY 1-877-889-5627 • www.osha.gov



J. J. Keller & Associates, Inc. JJKeller.com/employmentlaw 800-327-6868

If you file a complaint with VETS and VETS is unable to resolve it, you may

your employer or OSHA, or report a workretaliated against.

of your workplace if you believe there are unsafe or unhealthy conditions. You have the right to have a representative contact

speak in private to the inspector. File a complaint with OSHA within 30 days

See any OSHA citations issued to your employer.

This poster is available free from OSHA.

Contact OSHA. We can help.

To update your employment law posters contact

43981

This poster is in compliance with federal and state posting requirements.