

# Illinois State Postings



## 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	If Your Benefit Year Begins:	Your Base Period Will Be:
The Illinois Unemployment Insurance Act provides for the payment of benefits to eligible unemployed workers and for the collection of employer contributions from labor 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 <a href="http://www.ides.illinois.gov">www.ides.illinois.gov</a> 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.	<b>Jan. 1 and March 31</b> Jan. 1 and March 31 Apr. 1 and June 30 July 1 and Sept. 30	<b>Last year between:</b> Jan. 1 and Sept. 30 and the year before between Oct. 1 and Dec. 31 Last year between: Jan. 1 and Dec. 31 Jan. 1 and Dec. 31 Last year between: July 1 and Dec. 31 and this year between Jan. 1 and June 30

Each employer shall deliver the pamphlet "What Every Worker Should Know About Unemployment Insurance" to each worker separated from employment for an unpaid 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 three days after the date of the separation to the worker's last known address. Pamphlets shall be supplied by the Illinois Department of Employment Security to each employer without cost.

A claimant may also be entitled to receive, in addition to the weekly benefit amount, an allowance for a non-working spouse or 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 child or child may not exceed the state maximum weekly benefit amount.

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 five (5) times the weekly benefit amount. For any such week, employees should provide employers with any advance for a dependent child or child to be used for the total amount payable.

**REPORTING TIPS**

Each employer who receives tips must report those tips to employers on a written statement on an Form UC-57, "Employer's Report of Tips," in applicable compensation and tax return on request. The report shall be submitted on the date the wages are paid, not later than the next payday, and shall include the amount of tips received during the pay period.

**TAXATION OF BENEFITS**

Unemployment Insurance benefits are taxable if you are required to file a state or federal income tax return. You may choose to have federal and/or Illinois state income tax withheld from your weekly benefits. Since benefits are not subject to mandatory income tax withholding, if you do not choose to withhold you may be required to make estimated tax payments using Form 1041-ES.

**BENEFITS**

Every claimant who files a new claim for unemployment insurance benefits must serve an unpaid waiting week for which he has not lost 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 \$55. The statewide average weekly wage is established each year.

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.

For additional information, call these toll-free numbers:  
Internal Revenue Service 1-800-829-1040  
Illinois Department of Revenue 1-800-732-8866

For more information, go to the Illinois Workers' Compensation Commission's Web site or call any office:  
Chicago 312-843-6011 Springfield 217-785-7087  
Calumet 815-346-3450 Rockford 815-967-7292  
Web site: [www.iwc.org](http://www.iwc.org) TDD Deaf: 312-843-2458

## 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?

- 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 unlawful accommodation offered by your employer for an unapproved pregnancy if you are pregnant.
- Continue working during your pregnancy if a reasonable accommodation is available which would allow you to continue performing your job.

For immediate help or if you have questions, call (312) 814-6200 or (217) 785-5100 or (866) 740-3953 (TTY)

State of Illinois Department of Human Rights  
CHICAGO 333 West Monroe St. Suite 706, Suite Unit Chicago, IL 60601 (312) 843-6216  
SPRINGFIELD 315 S. 2nd St. Suite 300, Suite Unit Springfield, IL 62701 (217) 785-5100  
Learn more, contact CHDR, or initiate a charge at: <https://chdr.illinois.gov>

## 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:**
- 1. GET MEDICAL ASSISTANCE.** By law, your employer must pay for all necessary medical services required to cure or relieve the effects of the injury or illness. Where necessary, the employer must also pay for physical, mental, or vocational rehabilitation, with prescribed limits. The employer may choose two physicians, surgeons, or hospitals. If the employer wishes that it has an approved Preferred Provider Program for workers' compensation, the PPO covers only up to your two choices of providers.
- 2. 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.
- 3. LEARN YOUR RIGHTS.** Your employer is required by law to report accidents that result in more than three work days of the worker's Compensation Commission. Once the accident is reported, you may receive a handbook that explains the law, benefits, and procedures. If you receive a handbook, please call the Commission or go to the Web site.  
If you must lose time from work to recover from the injury or illness, you may be entitled to receive weekly payments and necessary medical care until you are able to return to work that is reasonably available to you.
- 4. IS IT QUOTE THE LAW FOR AN EMPLOYER TO HARBOR, DISCRIMINATE, REUSE TO HARBOR OR IN ANY MANNER DISCRIMINATE AGAINST AN EMPLOYEE FOR EXERCISING HIS OR HER RIGHTS UNDER THE WORKERS' COMPENSATION OR Occupational Disease Acts.** If you file a lawsuit claim, you may be penalized under the law.
- 5. KEEP WITHIN THE TIME LIMITS.** Generally, claims must be filed within three years of the injury or disability from an occupational disease, or within two years of the last workers' compensation payment, whichever is later. Claims for pneumoconiosis, radiological pneumoconiosis, asbestos, or similar diseases have special requirements. Injured workers have the right to request that case within 30 months after an award is made if the disability increases, but cases that are resolved by a lump-sum settlement contract provided by the Commission cannot be reopened. Only settlements awarded by the Commission are binding.

For more information, go to the Illinois Workers' Compensation Commission's Web site or call any office:  
Chicago 312-843-6011 Springfield 217-785-7087  
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BY LAW, EMPLOYERS MUST DISPLAY THIS NOTICE IN A PROMINENT PLACE IN EACH WORKPLACE AND COMPLETE THE INFORMATION BELOW.

Party heading workers' compensation claim:	
Business address:	
Business phone:	
Effective date:	Termination date:
Policy number:	Employer's FEI:

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## State of Illinois • Department of Labor

# Victims' Economic Security and Safety Act (VESSA)

**REQUIRED POSTING 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 been or are about to be sexually or physically abused, with a number of new and enhanced accommodations and protections from discrimination and retaliation.

This law may be used by an employee or the employer's family or household member to:

- Obtain a restraining order, protective order, or any other order of protection.
- Request a leave of absence.
- Request a transfer to another location.
- Request a change in work schedule.
- Request a change in job duties.
- Request a change in reporting structure.
- Request a change in supervisor.
- Request a change in supervisor's supervisor.
- Request a change in supervisor's supervisor's supervisor.
- Request a change in supervisor's supervisor's supervisor's supervisor.

**Child Labor**

WORKERS UNDER AGE 16

Children under the age of 16 may not work in hazardous occupations, including:

- 14 and 15-year-olds may not work in the following occupations:
- Employment certificates have been issued by the Department of Labor for the following occupations:

**Minimum Wage & Overtime**

SETS MINIMUM WAGE FOR EMPLOYEES

Effective Jan. 1, 2024

\$14.00	For new hires
\$8.40	For all other employees
\$12.00	For tipped employees

**Paid Leave**

REQUIRES PAID LEAVE FOR ANY REASON

- Workers: Must use up to 40 hours of paid leave per year.
- Accrual: Workers accrue 1 hour of paid leave for every 40 hours worked.
- Carryover: Workers may carry over up to 40 hours of paid leave from one year to the next.

**Unpaid Wages**

WAGE PAYMENT AND COLLECTION ACT

- Employers must make their final wage payments to employees who have been terminated or laid off.
- Employers must make their final wage payments to employees who have been terminated or laid off within 30 days of the date of termination or layoff.

**Meal & Rest Periods**

ONE DAY REST IN SEVEN DAYS

Provide employees with a consecutive 24-hour rest period after every seven consecutive work days.

**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 bona fide occupational qualification, seniority system, or merit system.

**Notice of Complaint**

For more information or to file a complaint, contact the Department of Labor at 312-762-2800.

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

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

**REPORT DISCRIMINATION**

To report discrimination, you may:

- Contact your employer's human resources or personnel department.
- Contact the Illinois Department of Human Rights, 200 W. Randolph St., Chicago, IL 60601, (312) 814-6200.
- Contact the Equal Opportunity and Discrimination Helpline at 1-877-330-7733 or visit our website at [www.ides.illinois.gov](http://www.ides.illinois.gov).

**REASONABLE ACCOMMODATIONS**

You are entitled to request reasonable accommodations for pregnancy and childbirth. This means you can request a temporary change in your job or working conditions if you are unable to perform your job due to pregnancy, childbirth, or breastfeeding.

**Notice to Employers / Employees**

This Posting is for Informational Purposes Only

## Illinois State Postings

# SP-IL-E

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## State of Illinois • Illinois Department of Labor

# Your Rights Under Illinois Employment Laws

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

**Minimum Wage & Overtime**

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## YOUR RIGHTS UNDER THE ILLINOIS SERVICE MEMBER EMPLOYMENT & REEMPLOYMENT RIGHTS ACT (330 ILCS 61)

Illinois Service Members and Veterans Protection Act (ISVPA) protects the employment and benefits of service members who leave the military profession to serve our nation's State.

**WHO IS PROTECTED?**

All members of the Armed Forces of the United States who leave their active or reserve military service to return to civilian life.

**WHAT ARE YOUR RIGHTS, BENEFITS AND OBLIGATIONS UNDER ISVPA?**

ISVPA provides the same protections as USERRA (a federal law) to service members and veterans who are reemployed by their former employer. This includes the right to be reinstated to the same or substantially similar position, with the same or substantially similar pay and benefits.

**Notice of Complaint**

For more information or to file a complaint, contact the Department of Labor at 312-762-2800.

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## Compliance Date January 2024

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