

# Labor Law Compliance Center

## ILLINOIS

Labor Law Compliance Center  
[posters@laborlawcc.com](mailto:posters@laborlawcc.com)  
[www.laborlawcc.com](http://www.laborlawcc.com)  
(800) 801-0597

# Illinois Labor Law Posters

English

Posting Name & ID	Posting Requirements	Published Date
Minimum Wage (Your Rights Under Illinois Employment Law) IL01	All employers	12/21
Pregnancy Rights IL02	All employers	02/17
Unemployment Insurance IL03	All employers	08/12
Workers' Compensation IL04	All employers	10/11
Public Sector OSHA IL05	Public sector employers Designed on a 8.5 x 14 inch layout with >10 point type	07/20
Employee Classification Act IL06	Construction Contractors Utilizing Independent Contractors	01/08
Temporary Labor Services IL07	Day and Temporary Labor Service Agencies	07/20
Emergency Care for Choking IL08	Food Service Establishments	-
Victims' Economic Security and Safety Act (VESSA) IL09	All employers	12/21



# Illinois Labor Law Posters

## English

Posting Name & ID	Posting Requirements	Published Date
Human Trafficking IL10	<p>Effective as of January 1, 2016, liquor stores, adult entertainment facilities, airports, bus stations, rail stations, truck stops, emergency rooms, urgent care centers, farm labor contractors, and privately-operated job recruitment centers must post a notice with the National Human Trafficking Resource Center hotline number in a conspicuous place.</p> <p>The notice must be at least 8 1/2 inches by 11 inches in size, written in a 16-point font.</p> <p>The notice must be printed in English, Spanish, and in one other language that is the most widely spoken language in the county where the establishment is located and for which translation is mandated by the federal Voting Rights Act.  <a href="#">Click here</a> for the poster in additional languages.</p>	11/15
Discrimination IL11	All employers	09/18
ISERRA IL12	All employers	10/18
Payday Notice IL13	All employers	-
Chicago Minimum Wage & Paid Sick Leave IL14	All employers in the city of Chicago	07/21
Chicago Fair Workweek IL15	All employers in the city of Chicago	07/20
Cook County Minimum Wage IL16	All employers in Cook County (except those in the city of Chicago, as the Chicago versions supersede Cook County)	07/21

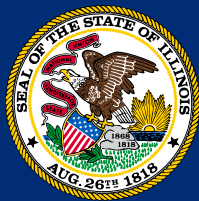


# Illinois Labor Law Posters

English

Posting Name & ID	Posting Requirements	Published Date
Cook County Paid Sick Leave IL17	All employers in Cook County (except those in the city of Chicago, as the Chicago versions supersede Cook County)	07/17
Workplace Health and Safety Guidance for Employees and Staff of Businesses IL18	All employers	08/20





# Your Rights Under Illinois Employment Laws

## Wage Increases Schedule

Effective Jan. 1, 2022 . . . . .	\$12.00
Effective Jan. 1, 2023 . . . . .	\$13.00
Effective Jan. 1, 2024 . . . . .	\$14.00
Effective Jan. 1, 2025 . . . . .	\$15.00

## Minimum Wage \$12.00 per hour (Effective Jan. 1, 2022) and Overtime Hotline: 1-800-478-3998

- **Coverage:** Applies to employers with 4 or more employees. Domestic workers are covered even if the employer only has 1 worker. Certain workers are not covered by the Minimum Wage Law and some workers may be paid less than the minimum wage under limited conditions. For more information, visit our website. (See wage increases schedule above.)
- **Tipped Employees:** Must be paid at least 60% of the applicable minimum 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.

## Unpaid Wages Hotline: 1-312-793-2808

### Wage Payment and Collection Act

- Employees must receive their final compensation, including earned wages, vacation pay, commissions and bonuses on their next regularly scheduled payday.
- Unauthorized deductions from paychecks are not allowed except as specified by law.
- Employers must reimburse employees for all necessary expenditures or losses incurred by an employee during the scope of employment and related to services performed for the employer. Employee must submit reimbursement request within 30 calendar days unless an employer policy allows for additional time to submit.

## Meal and Rest Periods Hotline: 1-312-793-2804

### One Day Rest in Seven Act

- Provides employees with 24 consecutive hours of rest each calendar week.
- Employers may obtain permits from the Department allowing employees to voluntarily work seven consecutive days.
- Employees working 7 ½ continuous hours must be allowed a meal period of at least 20 minutes no later than 5 hours after the start of work.

## Equal Pay Act Hotline: 1-866-372-4365

- 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 gender.
- Employers and employment agencies are banned from asking applicants past wage and compensation histories.
- Employees may disclose or discuss their own salaries, benefits, and other compensation with their co-workers and colleagues.
- Employers are not allowed to pay less to African American employees versus a non-African American employees.
- Certain employees at large businesses may request wage/salary history for their job title from IDOL.

## Violent Crime Victims' Leave

### Hotline: 1-866-372-4365

Provides employees who are victims of domestic, gender, or sexual violence, or other crimes of violence, or who have family members who are victims with up to 12 weeks of unpaid leave during a 12-month period.

## Child Labor Hotline: 1-800-645-5784

### Workers under Age 16

- Children under the age of 14 may not work in most jobs, except under limited conditions.
- 14 and 15-year-olds may work if the following requirements are met:
  - Employment certificates have been issued by the school district and filed with the Department of Labor confirming that a minor is old enough to work, physically capable to perform the job, and that the job will not interfere with the minor's education;
  - The work is not deemed a hazardous occupation (a full listing can be found on our website);
  - Work is limited to 3 hours per day on school days, 8 hours per day on non-school days and no more than 6 days or 48 hours per week;
  - 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); and
  - A 30-minute meal period is provided no later than the fifth hour of work.

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](http://www.labor.illinois.gov)

For more information or to file a complaint, contact us at: **524 South 2nd St, Suite 400, Springfield, IL 62701 • Springfield 217-782-6206**  
**160 N. LaSalle, St, Suite C-1300, Chicago, IL 60601 • Chicago 312-793-2800 • Marion 618-993-7090**

**THIS POSTER MUST BE DISPLAYED WHERE EMPLOYEES CAN EASILY SEE IT.**





State of Illinois  
Department of Human Rights

# IDHR



## 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.

## 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](http://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](http://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>

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



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(800) 801-0597

[www.laborlawcc.com](http://www.laborlawcc.com)





# 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](http://www.ides.illinois.gov) or at the nearest Illinois Department of Employment Security office to the worker's home. To be eligible for benefits, an unemployed individual must be available for work, able to work and actively seeking work and, in addition, must not be disqualified under any provisions of the Illinois Unemployment Insurance Act.

Each employer shall deliver the pamphlet "What Every Worker Should Know About Unemployment Insurance" to each worker separated from employment for an expected duration of seven or more days. The pamphlet shall be delivered to the worker at the time of separation or, if delivery is impracticable, mailed within five days after the date of the separation to the worker's last known address. Pamphlets shall be supplied by the Illinois Department of Employment Security to each employer without cost.

A claimant may also be entitled to receive, in addition to the weekly benefit amount, an allowance for a non-working spouse or a dependent child or children. The allowance is a percentage of the average weekly wage of the claimant in his or her base period. The weekly benefit amount plus any allowance for a dependent make up the total amount payable.

If, during a calendar week an employee does not work full-time because of lack of work, he or she may be eligible for partial benefits if the wages earned in such calendar week are less than his or her weekly benefit amount. For any such week, employers should provide employees with a statement of "low earnings" which should be taken to their Illinois Department of Employment Security office.

**NOTE:** Illinois unemployment insurance benefits are paid from a trust fund to which only employers contribute. No deductions may be made from the wages of workers for this purpose.

Unemployment insurance information is available from any Illinois Department of Employment Security office. To locate the office nearest you, call 1-800-244-5631 or access the locations through our website at [www.ides.illinois.gov](http://www.ides.illinois.gov).

## BENEFITS

Every claimant who files a new claim for unemployment insurance benefits must serve an unpaid waiting week for which he has filed and is otherwise eligible.

The claimant's weekly benefit amount is usually a percentage of the worker's average weekly wage. The worker's average weekly wage is computed by dividing the wages paid during the two highest quarters of the base period by 26. The maximum weekly benefit amount is a percentage of the statewide average weekly wage. The minimum weekly benefit amount is \$51. The statewide average weekly wage is calculated each year.

### If Your Benefit Year Begins:

### Your Base Period Will Be:

#### *This year between:*

#### *Last year between:*

Jan. 1 and March 31

Jan. 1 and Sept. 30 and the year before between Oct. 1 and Dec. 31

#### *This year between:*

#### *Last year between:*

April 1 and June 30

Jan. 1 and Dec. 31

#### *This year between:*

#### *Last year between:*

July 1 and Sept. 30

April 1 and Dec. 31 and this year between Jan. 1 and March 31

#### *This year between:*

#### *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.

## REPORTING TIPS

Each employee who receives tips must report these tips to employers on a written statement or on Form UC-51, "Employee's Report of Tips," in duplicate. Employers can furnish this form on request. The report shall be submitted on the day the wages are paid, or not later than the next payday, and shall include the amount of tips received during the pay period.

## TAXATION OF BENEFITS

Unemployment insurance benefits are taxable if you are required to file a state or federal income tax return. You may choose to have federal and/or Illinois state income tax withheld from your weekly benefits. Since benefits are not subject to mandatory income tax withholding, if you do not choose to withhold, you may be required to make estimated tax payments using Internal Revenue Service Form 1040 ES and Illinois Department of Revenue Form IL 1040 ES.

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

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.



# 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, 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.

**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 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.

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.

**4. 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, asbestosis, 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: 217/785-7087  
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.**

Party handling workers' compensation claims	<b>Carrier = Berkley Contact = Kate Triplett or someone on the People Team</b>		
Business address			
Business phone	<b>kate@flipboard.com</b>		
Effective date	12/1/21	Termination date	
Policy number	TWC 7008964-13	Employer's FEIN	27-1790218

ICPN 10/11 Printed by the authority of the State of Illinois.







# Job Safety and Health IT'S THE LAW!

## Required Posting for State and Local Government Employers

### EMPLOYEES:

- You have the right to a safe workplace.
- You have the right to raise a safety or health concern with your employer or confidentially with IL-OSHA.
- You have the right to request an IL-OSHA inspection if you believe there are unsafe or unhealthy conditions.
- You have the right to participate in an IL-OSHA inspection and speak privately to the inspector.
- You have the right to see IL-OSHA citations issued to your employer.
- You must comply with all standards under the Illinois Occupational Safety and Health Act that applies to your own actions and conduct on the job.
- You can file a complaint with IL-OSHA within 30 days if you have been retaliated against for exercising your rights under the Act.
- You have the right to copies of your medical records and records of your exposures to toxic and harmful substances or conditions.

### EMPLOYERS:

- Must furnish employees a workplace free from recognized hazards.
- Must comply with all applicable standards under the Illinois Occupational Safety and Health Act.
- Must prominently display this poster in the workplace as well as all notices and all official correspondence received by IL-OSHA.
- Must post any citations issued by IL-OSHA at or near the place of the alleged violation(s).
- Must correct workplace hazards by the date indicated on the citation and must certify that the hazards have been abated.
- Must maintain records of work-related injuries and illnesses. Employers must post the previous year annual summary (OSHA 300A) from February 1 until April 30.
- **NOTIFICATION REQUIREMENT:** Employers must orally report any work-related fatalities within 8 hours, and any inpatient hospitalization, amputation, or loss of an eye within 24 hours by calling 217-782-7860. This is a 24/7 hotline.

The Illinois Occupational Safety and Health Act [820 ILCS 219] provides job safety and health protection for employees of state and local government agencies. The Illinois State Plan is a developmental plan partially funded by a federal grant. Any concerns regarding the administration of the Illinois State Plan can be forwarded to the OSHA Region V Office: Federal Building, 230 South Dearborn Street, Room 3244, Chicago, IL 60604. Phone: 312-353-2220.



[www.illinois.gov/idol](http://www.illinois.gov/idol)  
160 N. LaSalle Street, C-1300  
Chicago, IL 60601  
(312) 793-7308  
(312) 793-2081 fax



[www.osha.illinois.gov](http://www.osha.illinois.gov)  
900 South Spring Street  
Springfield, IL 62704  
(217) 782-9386  
[dol.safety@illinois.gov](mailto:dol.safety@illinois.gov)

Free Safety & Health Consultation Services



[dol.consultation@illinois.gov](mailto:dol.consultation@illinois.gov)  
900 South Spring Street  
Springfield, IL 62704  
1-800-972-4216

The 23(g) State and Local Government Plan is funded by a federal grant which constitutes fifty percent of the overall budget. Fifty percent is financed by State funds.







# Department of Labor IDOL

State of Illinois

## NOTICE TO INDIVIDUALS PERFORMING SERVICES FOR CONSTRUCTION CONTRACTORS

**REQUIRED POSTING** – Contractors that have one or more individuals **not** classified as employees must post this notice in a conspicuous place on each jobsite and in their offices.

### EMPLOYEE CLASSIFICATION ACT (820 ILCS 185/1-999) Effective Date: January 1, 2008

The Employee Classification Act establishes criteria to determine if an individual performing services for a construction contractor is an employee of the contractor or is an independent contractor. Individuals performing services for contractors on or after January 1, 2008 are presumed to be employees of the contractor unless they meet criteria specified in Section 10 of the law. The Act seeks to ensure that workers in the construction industry are offered protections under numerous labor laws, including minimum wage, overtime, workers' compensation and unemployment insurance and are not misclassified as independent contractors in order to avoid tax and labor law obligations.

Any aggrieved individual or interested party has the right to file a complaint with the Department of Labor or file a private lawsuit seeking remedies for misclassification violations, including collection of any wages, employment benefits or other compensation denied or lost, monetary damages, attorney's fees and court costs. Contractors determined to be in violation of the Act are subject to civil and criminal penalties.

It is a violation of the Act to discharge an individual for exercising any rights, including making a complaint or testifying in an investigation under the Act, subject to additional damages, attorney's fees and costs.

**For more information or to file a complaint, contact:**

## AVISO A PERSONAS QUE TRABAJAN PARA CONTRATISTAS EN EL AREA DE LA CONSTRUCCION

**FIJACION OBLIGATORIA** – Contratistas que disponen de uno ó más individuos que **no** son catalogados como "empleados" deben de fijar este aviso en un lugar sobresaliente en cada sitio de trabajo y en sus oficinas.

### LA LEY DE CODIFICACION PARA EL EMPLEADO (820 ILCS 185/1-999) Fecha Vigente: el 1° de enero del 2008

La Ley de Codificación Para el Empleado decreta normas para determinar si una persona que trabaja para contratistas en el área de la construcción es un "empleado" del contratista ó si es un "contratista independiente." A partir del 1° de enero personas que trabajan para contratistas son presuntamente empleados, al menos que ellos cumplan ciertos criterios establecidos en la Sección 10 de esta ley. La ley intenta asegurar que trabajadores en la industria de la construcción sean protegidos bajo varias leyes de trabajo (incluyendo la del salario mínimo, horas extras, protección laboral y seguro de desempleo) y que no sean clasificados erróneamente como "contratistas independientes" para que el contratista pueda evitar sus obligaciones en relación a impuestos y las leyes de trabajo.

Cualquier persona perjudicada, ó que tenga un interés directo, tiene el derecho de presentar un reclamo con el Departamento de Trabajo, ó puede presentar una demanda privada demandando remedios por infracciones al ser clasificados erróneamente (incluyendo recopilación de salario, beneficios por ser empleado ó cualquier otra compensación que le fue negada ó pérdida, así como también pérdidas monetarias y costos de abogado y de la corte). Contratistas a quienes se les haya determinado que han violado la ley son sujetos a sanciones civiles y criminales.

Es una infracción despedir a un trabajador por ejercer sus derechos bajo esta ley (incluyendo el poner un reclamo ó por dar testimonio en una investigación bajo esta ley) y puede ser sujeto a daños adicionales, costos de abogado y de la corte.

**Para más información ó para presentar un reclamo, comuníquese al:**

## OBWIESZCZENIE DLA OSÓB WYKONUJĄCYCH PRACE NA ZLECENIE DLA FIRM BUDOWLANO-KONTRAKTORSKICH

**WYMAGA SIĘ WYWIESIĆ W MIEJSCU PRACY** – Właściciele firm budowlanych, zatrudniający osoby oficjalnie **nie** będące pracownikami firmy, muszą wywiesić powyższą informację w miejscu ogólnie dostępnym dla wszystkich pracowników w biurze jak i we wszystkich miejscach pracy poza biurem.

### USTAWA DOTYCZĄCA KLASYFIKACJI PRACOWNIKÓW (820 ILCS 185/1-999) Obowiązuje od 1 stycznia, 2008

Ustawa dotycząca klasyfikacji pracowników ustala kryteria czy osoba wykonująca prace na zlecenie dla firmy budowlano-kontraktorskiej jest pracownikiem firmy zlecającej usługi czy też jest pracownikiem niezależnym. Z dniem 1 stycznia, 2008, osoby wykonujące usługi na zlecenie dla właścicieli firm budowlanych są uznawane za pracowników firm dla których wykonują zlecenie; wyjątek stanowi spełnienie kryteriów zawartych w Paragrafie 10 Kodeksu Pracy. Ustawa ma za zadanie chronić praw, osób zatrudnionych w przemyśle budowlanym, zagwarantowanych przez prawo pracy, włączając prawo do minimalnej stawki, nadgodzin, odszkodowań i ubezpieczeń; oraz przeciwdziałać uchyleńom od płacenia podatków i przestrzegania zobowiązań dotyczących prawa pracowników.

Każda osoba, której prawa zostały naruszone, oraz osoby postronne mogą złożyć skargę w Departamencie Pracy lub też dochodzić swoich praw drogą sądową, włączając domaganie się zwrotu zaległych plac, ubezpieczenia, które w związku z powyższym zostało pracownikowi odmówione lub odebrane, odszkodowań, oraz zwrotu kosztów sądowych. Właściciele firm budowlanych, którzy nie przestrzegają Ustawy, będą poddani karze.

Jest niezgodnym z Ustawą zwalnianie pracownika, który domaga się swoich praw, złożył zażalenie, lub też jest świadkiem w rozprawie dotyczącej naruszenia Ustawy, i stanowi podmiot do odszkodowania i dodatkowych kosztów sądowych.

**Aby złożyć skargę lub uzyskać więcej informacji skontaktuj się z:**

Illinois Department of Labor  
One West Old State Capitol Plaza  
Room 300  
Springfield, IL 62701  
(217) 782-1710  
[www.state.il.us/agency/idol](http://www.state.il.us/agency/idol)







# Required Posting For Day & Temporary Labor Service Agencies

The Day and Temporary Labor Services Act (820 ILCS 175/1 et seq) provides for the regulation of day and temporary labor agencies, establishes worker rights and protections, specifies the duties and responsibilities of day and temporary labor agencies and third party clients, sets forth penalties and enforcement procedures for violations of the law and requires third party clients that contract with day or temporary labor agencies to verify that they are registered with the Department of Labor or face monetary penalties. The following is a summary of the law, however the Act contains additional information that may affect individual cases or claims. For more information on this Act and other laws we enforce, please visit our website at: [www2.illinois.gov/IDOL/Pages](http://www2.illinois.gov/IDOL/Pages)

## Registration

Day and temporary labor agencies located in or transacting business in Illinois must register with the Illinois Department of Labor, provide proof of required unemployment insurance contributions and valid workers' compensation insurance and report any lapse in workers' compensation coverage to the Department. Registered agencies are listed on the Department's website at: <https://www2.illinois.gov/idol/Laws-Rules/FLS/Pages/day-temporary-labor.aspx>

Online registration should be used to apply for a new or renewal license. The online application includes ePayment feature to pay the license fees. Agencies may attach all supporting documentation (pdf format is preferred).

## Online application

<https://webapps.illinois.gov/DOL/DTLLicense/>

## To Create IL Public ID

<https://www.illinois.gov/sites/accounts/Pages/default.aspx>

In order to submit a registration, users **must create** an Illinois Public ID account to establish your agency account. Please follow the **instructions** to create an Illinois Public ID.

## Required Notices to Employees

Every agency must post in the public access area of each work location or branch office a notice provided by the Department of Labor summarizing the provisions of this Act, along with the toll-free number for reporting violations and complaints. This notice shall be in English or any other language generally understood in the locale of the agency. Agencies must also post in public access areas any other state or federally mandated postings.

Day and temporary labor service agencies must provide workers with an employment notice at the time of dispatch, describing the terms and conditions of their employment, including the nature of work to be performed, the wages to be paid, the name, address and location of where the work will be performed, terms of transportation and whether meals or equipment will be provided and any costs associated with such meals and equipment.

Day and temporary labor service agencies must also provide each worker with a wage notice at the time of payment that includes the name address and telephone number of each third party client for whom work was performed; the number of hours worked by the laborer at each third party client each day during the pay period; the rate of pay for all hours worked, including any premium or bonus pay; total earnings during the pay period; and all deductions made for meals, equipment, income tax and social security withholdings and any other deductions.

For workers contracted to work a single day, third party clients must provide workers with a work verification form at the end of the work day that contains the date, worker's name, work location and hours worked that day.

A worker who is sent by the agency to a third party client, but is then not utilized by that client must be paid a minimum of four hours of pay at the agreed upon rate by the day and temporary labor agency. However, if that worker is given work during the same shift at another location, he or she shall be paid for two hours of pay at the agreed upon rate of pay (in addition to the pay for hours worked during that shift).

## Wages and Deductions

The wages paid to day laborers must be in compliance with all state and federal laws, including minimum wage and overtime laws and the total amount deducted for meals and equipment may not cause a worker's hourly wage to fall below the state or federal minimum wage. Agencies cannot make deductions from a worker's paycheck unless the worker approves the deductions in writing on a form approved by the Department and agencies may not charge workers for cashing paychecks issued by their agency.

## Recordkeeping Requirements

Day and temporary labor service agencies must keep and maintain for a period of three years detailed records relating to every day laborer's work and these records must be open to inspection by the Department of Labor during normal business hours. In addition, records relating to an individual worker and any hours billed to third party clients for his or her labor must be available for review or copying by the worker within 5 days following a written request.

## Transportation

Day and temporary labor agencies, third party clients (and their contractors or agents) are prohibited from charging workers for transportation between the agency and the designated worksite. Agencies, third party clients (and their contractors or agents) are responsible for the conduct and performance of persons providing transportation and drivers must have a valid and appropriate motor vehicle license, proof of financial responsibility as well as seats and safety belts for every passenger. Any violations of these requirements discovered by the Department shall be forwarded to appropriate law enforcement or regulatory agencies.

## Placement Fee Restrictions

Day and temporary labor agencies cannot restrict the right of a laborer to accept a permanent position with a third party client to whom they have been referred for work. They also cannot restrict the right of third party clients to offer employment to a day and temporary laborer, however day and temporary labor agencies may charge limited placement fees to third party clients who offer employment to day laborers.

## Worker Retaliation Prohibited/Private Right of Action

Day and temporary labor agencies and third party clients are prohibited from retaliating against workers for exercising their rights, including making a complaint, testifying or participating in an investigation under this Act. Any retaliation taken against a worker in violation of this Act shall be subject to civil penalties or a private cause of action. In addition to administrative remedies available through the Illinois Department of Labor, a person aggrieved by any violation of this Act may file suit in Illinois circuit court.

**To report violations or make a  
complaint, call our toll-free hotline at:  
1-877-314-7052**



For more information or to file a complaint, contact us at:

160 N. LaSalle St, Suite C-1300, Chicago, IL 60601

Visit the website: <https://www2.illinois.gov/idol/Pages/Complaints.aspx>

Chicago 312.793.2800 • Springfield 217.782.6206 • Marion 618.993.7090





# Emergency Care for **CHOKING**

## CONSCIOUS VICTIM

**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 thrusts above the belly button and below the ribs until object is forced out, victim can breathe again, or victim becomes unconscious**



## 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.



**1** Give 30 compressions pushing down **AT LEAST 2 inches** on the center of the chest. Place one hand on top of the other. Push hard.



**2** Open the airway and check the mouth for objects. Remove the obstructing object only if you see it.



**3** With the airway open, attempt to give **TWO breaths**. If unsuccessful, return to compressions.

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

Illinois Department of Public Health  
Emergency Medical Systems and Highway Safety  
422 S. 5th St., Third Floor  
Springfield, IL 62701 • 217-785-2080

Standards for CPR and ECC are consistent with American Heart Association recommendations.

IOCI 14-210

- Have someone call for an ambulance, rescue squad or EMS.
- **DO NOT PRACTICE ON PEOPLE.** Abdominal thrusts may cause injury.
- Use back blows and chest thrust on infants. Use chest thrust on pregnant women and obese victims.
- For children 1 to 8 years of age, compress at the depth of approximately 2 inches.
- Learn to perform emergency care for choking and cardiopulmonary resuscitation (CPR).
- For CPR training information, call your local American Heart Association or American Red Cross chapter.





## 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 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
- is recovering from the violence;
- is seeking or receiving medical help, legal assistance (including participation in legal proceedings), counseling, safety planning, or other assistance;
- temporarily or permanently relocating; or
- to take 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.

**NOTICE** – Employees must provide the employer with at least 48 hours prior notice, 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** – An employer may require the employee to provide certification of the domestic, sexual, or gender violence, or any other crime of violence, and that leave is to address the violence. Certification may include a sworn statement of the employee and other documentation such as a letter from a victims' services organization, a court record, or any other corroborating evidence, but only if that documentation is in the possession of the employee. The employee may choose which documentation to submit. The employer may not require more than one document related to the same incident or perpetrator of violence in one year. All information related to domestic, sexual, or gender violence, or any other crime of violence, is to be kept in the strictest confidence by the employer.

**DURATION OF LEAVE** – VESSA provides that employees working for an employer with at least 1 employee, but no more than 14 employees, are entitled to a total of 4 workweeks of unpaid leave during any 12-month period. Employees working for an employer with at least 15, but no more than 49 employees, are entitled to a total of 8 workweeks of unpaid leave during any 12-month period. And employees working for an employer with at least 50 employees are entitled to a total of 12 workweeks of unpaid leave during any 12-month period.

### Leave permitted during a 12-month period under the act 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.

**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>**

**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
- Exercised any other rights under VESSA.

### [labor.illinois.gov](http://labor.illinois.gov) • [DOL.Questions@Illinois.gov](mailto:DOL.Questions@Illinois.gov)

Lincoln Tower Plaza  
524 South 2nd Street, Suite 400  
Springfield, Illinois 62701  
(217) 782-6206  
Fax: (217) 782-0596

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

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





# Victims of slavery and human trafficking are protected under United States and Illinois law

## *If you or someone you know:*

- Is being forced to engage in any activity and cannot leave, whether it is:
  - Commercial sex industry (street prostitution, strip clubs, massage parlors, escort services, brothels, internet),
  - Private Homes (housework, nannies, servile marriages),
  - Farm work, landscaping, construction,
  - Factory (industrial, garment, meat-packing),
  - Peddling rings, begging rings, or door-to-door sales crews
  - Hotel, retail, bars, restaurant work or
  - Any other activity
- Had their passport or identification taken away or
- Is being threatened with deportation if they won't work

## National Human Trafficking Resource Center

# 1-888-373-7888

Or Text "HELP" to 233733  
to access help and services.

## *The hotline is:*

- Available 24 hours a day, 7 days a week.
- Toll-free.
- Operated by nonprofit nongovernmental organizations.
- Anonymous and confidential.
- Accessible in more than 160 languages.
- Able to provide help, referral to services, training, and general information.

For more information: [www.TraffickingResourceCenter.org](http://www.TraffickingResourceCenter.org)



IL10E

# Las víctimas de esclavitud y trata de personas están protegidas bajo las leyes de Estados Unidos y de Illinois

## *Si usted o alguien que usted conoce:*

- Es forzado a participar en cualquier actividad y no puede dejarla, ya sea de:
  - La industria del sexo comercial (prostitución callejera, clubes, salas de masaje, servicios de acompañante, burdeles, Internet)
  - Residencias privadas (trabajo doméstico, cuidado de niños, matrimonios serviles)
  - Trabajo en fincas, jardinería, construcción.
  - Fábricas (industrial, textil, empaqueo de carnes).
  - Grupos de venta ambulante, limosneros o grupos de ventas callejeras
  - Hoteles, tiendas, bares, trabajo en restaurantes o
  - Cualquier otra actividad.
- Le quitaron su pasaporte u otra forma de identificación.
- Le amenazan con deportación si rehúsa trabajar.

## Centro Nacional de Recursos Para la Trata de Personas

# 1-888-373-7888

O para acceso a servicios y ayuda,  
envíe un texto con la palabra "HELP" al 233733

## *La línea:*

- Está disponible las 24 horas del día, los 7 días de la semana.
- Es gratis
- Está operada por organizaciones no gubernamentales sin fines de lucro.
- Es anónima y confidencial.
- Está disponible en más de 160 idiomas diferentes.
- Puede brindar ayuda, recomendar otros servicios, proveer adiestramiento e información general.

Para más información: [www.TraffickingResourceCenter.org](http://www.TraffickingResourceCenter.org)

DHS 4630 (N-11-15) Human Trafficking Hb2556 Printed by authority of the State of Illinois. 500 copies P.O.#16-0675



Labor Law Compliance Center  
(800) 801-0597

[www.laborlawcc.com](http://www.laborlawcc.com)





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



The Illinois Human Rights Act states that you have **the right to be free from unlawful discrimination and sexual harassment**. This means that employers may not treat people differently based on race, age, gender, pregnancy, disability, sexual orientation or any other protected class named in the Act. This applies to all employer actions, including hiring, promotion, discipline and discharge.

## REASONABLE ACCOMMODATIONS

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



## RETALIATION

It is also unlawful for employers to treat people differently because they have reported discrimination, participated in an investigation, or helped others exercise their right to complain about discrimination.

## REPORT DISCRIMINATION

To report discrimination, you may:

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

Chicago:  
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](http://www.illinois.gov/dhr)  
Email: [IDHR.Intake@illinois.gov](mailto: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](http://www.illinois.gov/dhr)

Printed by the Authority of the State of Illinois . 9/18 . web version . IOCI19-0181



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Labor Law Compliance Center  
(800) 801-0597  
[www.laborlawcc.com](http://www.laborlawcc.com)



# 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?

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 [www.illinoisattorneygeneral.gov/rights/veterans.html](http://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](http://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](http://www.ilga.gov/legislation/publicacts/100/PDF/100-1101.pdf).



# PAYDAY NOTICE

REGULAR PAYDAYS FOR EMPLOYEES OF Flipboard, Inc  
(FIRM NAME)

\_\_\_\_\_ SHALL BE AS FOLLOWS:

MONTHLY \_\_\_\_\_

SEMI-MONTHLY 15th & last day of month

WEEKLY \_\_\_\_\_

OTHER \_\_\_\_\_

PAY CHECKS WILL BE DISTRIBUTED AT \_\_\_\_\_  
(PLACE OF DISTRIBUTION)

BY payroll@flipboard.com

TITLE \_\_\_\_\_

This is in accordance with 820 ILCS 115.10

IL13E



Labor Law Compliance Center  
(800) 801-0597

[www.laborlawcc.com](http://www.laborlawcc.com)



# CHICAGO LABOR STANDARDS

## WAGE THEFT

**FORBIDS THE THEFT OF WAGES AND BENEFITS (MCC 6-105)**

Wage Theft	Violations and Fines
<ul style="list-style-type: none"> <li>Wage Theft means the non-payment of wages, including paid time off or other paid benefits</li> <li>Employers must pay Employees on time</li> </ul>	<ul style="list-style-type: none"> <li>Employees can recoup unpaid wages plus damages</li> <li>Violators may be subject to fines or civil actions</li> </ul>



## MINIMUM WAGE

**SETS MINIMUM WAGE IN CHICAGO (MCC 6-105)**

July 1, 2021 Effective Date	Large Employers	Small Employers	Youth Workers	Tipped Workers		
	21 or more employees	4 to 20 employees		Large	Small	Youth
<b>Min Wage</b>	\$15.00	\$14.00	\$11.00	\$9.00	\$8.40	\$6.60
<b>Overtime Min Wage</b>	\$22.50	\$21.00	\$16.50	\$16.50	\$15.40	\$12.10

All Domestic Workers must receive at least the \$15 minimum wage. If the tipped wage plus tips do not equal at least the number of hours worked times the minimum wage, the Employer must make up the difference.



## PAID SICK LEAVE

**REQUIRES PAID LEAVE FOR MEDICAL OR SAFETY REASONS (MCC 6-105)**

Employers must provide Employees with Paid Sick Leave (PSL) to care for themselves or a family member if they work at least 80 hours within any 120-day period.

Earning Leave	Using Leave	Carrying Over
1 hour of PSL for every 40 hours worked (up to 40 hours in a 12-month period) may be accrued.	Up to 40 hours first year (up to 60 hours during the second 12-month period) may be used.	One half of PSL hours can be carried over between 12 month periods (up to 20 hours). In certain cases, up to 40 hours may be carried over.

## HUMAN TRAFFICKING

**WORKERS ARE PROTECTED UNDER CHICAGO AND ILLINOIS LAW**

If you or someone you know is being forced to engage in any activity or forced to work, cannot leave, is having their wages taken, has had their passport or ID taken away, or is being threatened with deportation if they don't work,

Call the National Human Trafficking Hotline 1-888-373-7888 or Text "HELP" to 233733 to access free help and services.

Available at all times in 160 languages and operated by a nongovernmental organization.



## FILE A COMPLAINT

Call 311, use the CHI 311 app, or file a Complaint Form at

[www.chicago.gov/laborstandards](http://www.chicago.gov/laborstandards)



For further detail, including a full list of exempted Employees, visit [www.chicago.gov/laborstandards](http://www.chicago.gov/laborstandards) or contact the Office of Labor Standards at [bacplaborstandards@cityofchicago.org](mailto:bacplaborstandards@cityofchicago.org) or 312-744-2211. This Notice must be displayed in a conspicuous place at the place of employment and provided with each Covered Employee's first paycheck. Retaliation is prohibited. Notice effective on August 1, 2021. Last updated July 2021.



# CHICAGO LABOR STANDARDS



## FAIR WORKWEEK

**REQUIRES PREDICTABLE SCHEDULES AND PAYMENT FOR CERTAIN SCHEDULE CHANGES (MCC 1-25)**

**Employers must provide workers a written estimate of days and hours of work** prior to or upon employment

**Employers must post Work Schedules** with at least 10 days' notice

When Employers make changes to the Work Schedule <b>less than 10 days before the Work Schedule starts</b>	
Subtracts hours	Workers must receive one hour of additional pay for every impacted shift
Adds hours	
Changes shifts with no loss of hours	

When Employers make changes to a shift <b>less than 24 hours before the shift starts</b>	
Subtracts hours	Workers must receive 50% of their pay for the lost hours
Adds hours	Workers must receive one hour of additional pay for every impacted shift
Changes shifts with no loss of hours	

**Workers may decline hours** that occur less than 10 hours after the end of the previous day's shift.

**Workers must be paid 1.25 times base pay** for any shift that begins less than 10 hours after the end of the previous day's shift.

## WHO IS COVERED BY THE FAIR WORKWEEK ORDINANCE?

**Employees** who work a majority of time in Chicago, in a covered industry and earn \$50,000 per year (salary) or \$26 per hour (hourly) or less. This includes temp workers on assignment for 420 hours within an 18-month period.

**Employers** primarily engaged in a covered industry (building services, healthcare, hotel, manufacturing, restaurant, retail, or warehouse services) that employ 100 or more employees (250 for not for profits), at least 50 of whom are covered by the Ordinance. Franchisees with more than 3 locations might be Employers



## FILE A COMPLAINT

**Call 311, use the CHI 311 app, or file a Complaint Form at [www.chicago.gov/laborstandards](http://www.chicago.gov/laborstandards)**



Unions may waive their members' rights to Fair Workweek as part of a collective bargaining agreement.

This Notice must be displayed in a conspicuous place at the place of employment and provided with each employee's first paycheck in English and the language(s) spoken by employees

Last updated May 18, 2020

IL15E



Labor Law Compliance Center  
(800) 801-0597  
[www.laborlawcc.com](http://www.laborlawcc.com)







# Cook County Commission on Human Rights

## Cook County Minimum Wage Ordinance NOTICE TO EMPLOYEES

**You are covered by the Cook County Minimum Wage Ordinance (MWO) if:**

- You have worked for an employer in Cook County for at least 2 hours in any 2-week period, and
- Your employer has four or more employees (or you are a domestic worker), and
- Your employer (i) maintains a business facility in Cook County or (ii) is issued a business license by Cook County.
- Teenagers (under the age of 18) are not entitled to the minimum wage. Instead, they must be paid the State's minimum wage of \$7.75.

**If you believe your employer has underpaid you or violated the Ordinance in other ways, you can file a complaint with the Cook County Commission on Human Rights:**

- Begin the Complaint process by first contacting a Human Rights Investigator for an intake interview.
- Investigators for the Commission can be reached Monday through Friday from 9 a.m. to 4 p.m. by telephone or email.
- Due to the volume of intake interviews, initial consultations are limited to 30 minutes. Please consider reviewing and sending the Commission a Complaint Intake Worksheet that will be reviewed by the investigators to evaluate and determine the strength of your claim.
- More information and forms for filing a Minimum Wage complaint are available at [www.cookcountyil.gov/MWO](http://www.cookcountyil.gov/MWO).

	
<b>Minimum wage for tipped workers: \$6.60</b>	<b>Minimum wage for non-tipped workers: \$13.00</b>
	

Visit [www.cookcountyil.gov/MWO](http://www.cookcountyil.gov/MWO) for more information.





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# COOK COUNTY EARNED SICK LEAVE ORDINANCE

NOTICE TO EMPLOYEES • EFFECTIVE JULY 1, 2017

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In most cases, you are covered by the Cook County Earned Sick Leave Ordinance if:

- You have worked for your employer in Cook County for at least 2 hours in any two-week period, and
- Your employer has a place of business in Cook County.

You are entitled to:

- Earn **one hour** of earned sick leave **for every 40 hours worked** for your employer in Cook County;
- You may **use earned sick leave when you or a family member are ill**, receiving medical care, or the victim of domestic violence or stalking, or a public health emergency closes work, school or daycare;
- You **must be paid for earned sick leave** at your usual rate of pay, no later than the next payroll period;
- **Maximum accrual and use** of earned sick leave generally is **40 hours per year**;
- If you do not use all the earned sick leave you earn in a given year, generally you are entitled to **carry over half** of those **unused hours** to use in the following year (up to a maximum carryover of 20 hours);
- And you may be entitled to **additional benefits** under the Ordinance **if your employer is covered by the federal Family Medical Leave Act (FMLA)** and you are eligible for FMLA leave.

Your employer is prohibited from:

- Retaliating against you for exercising Ordinance rights (*e.g.*, using earned sick leave, filing a claim); or
- Requiring you to search for or find a replacement to cover your work hours while you are on leave.

Your employer is allowed to:

- Impose written rules for: the **minimum increments of time** (4 hours or less) in which earned sick leave can be used; the **type and timing of notice required** for reasonably foreseeable absences; the **minimum duration of employment** before initial use of earned sick leave (not to exceed 180 days).
- Adopt **equivalent alternative practices** to meet its Ordinance obligations (*e.g.*, grant estimated earned sick leave for the year up front) (*see* Part 600 of the Commission's Earned Sick Leave Rules).

If you believe your employer may have violated this Ordinance:

- The Commission encourages (but does not require) you to **discuss your concerns with your employer**. Employers may use different terminology to describe employee benefits or may have adopted an approved alternative practice to comply with the Ordinance. The Commission's website and Earned Sick Leave Rules are resources for helping you and your employer understand what the Ordinance requires.
- If you cannot talk to your employer because of fear of retaliation or you remain unsatisfied with your employer's explanation of your benefits, **contact the Commission for assistance**.
- If you wish to **file a complaint with the Commission** because your employer has violated the Ordinance, you must generally do so **within 3 years** of the violation. Complaints can also be filed directly in the Circuit Court of Cook County without filing at the Commission first.
- The Commission is available to assist (or receive complaints), Monday – Friday (excluding County holidays) from 9 a.m. – 4 p.m., or by appointment outside of these hours. You may contact the Commission by email, telephone or in person.

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## COOK COUNTY COMMISSION ON HUMAN RIGHTS

69 W. Washington, 30<sup>th</sup> Floor, Chicago, IL 60602

email: [human.rights@cookcountyil.gov](mailto:human.rights@cookcountyil.gov) phone: 312-603-1100

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For Ordinance, Rules and Complaint Forms, visit: <https://www.cookcountyil.gov/service/earned-sick-leave-ordinance-0>

IL17E



Labor Law Compliance Center  
(800) 801-0597

[www.laborlawcc.com](http://www.laborlawcc.com)





State of Illinois

# COVID-19

## Workplace Health and Safety Guidance for Business Employees and Staff

September 29, 2020

### Practice Social Distancing

Pursuant to Executive Order, your employer must comply to the greatest extent feasible with **social distancing requirements**. This means that your employer should:

- Make sure you can maintain **at least 6-feet physical separation** between yourself and others around you, including your co-workers and customers.
- Mark with **signage or tape** 6-foot spacing for employees and customers to maintain appropriate distance from one another.
- **Provide face coverings** to employees, especially when it is not possible to maintain at least 6 feet of space between you and another person.
- Provide **handwashing stations** with soap, clean water, and single use paper towels and encourage frequent handwashing for 20 seconds or longer.
- **Provide hand sanitizer (with at least 60% alcohol) and sanitizing products** for employees and customers.
- **Regularly clean** high-touch surfaces, including doorknobs, light switches, shared equipment, toilet handles, sink faucets, and clock in/out areas.

### Do Not Work if You Are Sick

You should not report to work if you are experiencing symptoms of coronavirus disease (COVID-19), which include fever (100.4° F or higher) or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or running nose, nausea or vomiting, and diarrhea. If you are experiencing any of these symptoms, stay home and call your doctor.

If you have been a close contact to a COVID-19 case, you must self-quarantine at home for 14 days from the date of last exposure to the case.

### Who You Can Contact if You Have Concerns About the Spread or Likely Spread of COVID-19 in Your Workplace

If you have concerns that your employer is not maintaining a safe and sanitary work environment necessary to minimize the risk of spread of COVID-19, contact the **Workplace Rights Bureau of the Office of the Illinois Attorney General** at (844) 740-5076 or [workplacerrights@atg.state.il.us](mailto:workplacerrights@atg.state.il.us).

If you believe that two or more employees at your workplace have COVID-19, notify **your local health department (LHD)**. A list of LHDs can be found at <http://www.dph.illinois.gov/LHD>.

Pursuant to Section 25(b) of the Whistleblower Protection Act, 740 ILCS 174, businesses are prohibited from retaliating against an employee for disclosing information when the employee has reasonable cause to believe the information discloses a violation of a state or federal law, rule, or regulation.

For more information about COVID-19, including ways to protect yourself and others, visit the Illinois Department of Public Health's COVID-19 website at <https://www.dph.illinois.gov/covid19>.



Office of the Illinois  
Attorney General

**Questions about COVID-19?**  
Call 1-800-889-3931 or email [dph.sick@illinois.gov](mailto:dph.sick@illinois.gov)  
Illinois Department of Public Health - [www.dph.illinois.gov](http://www.dph.illinois.gov)

Printed by Authority of the State of Illinois • 9/29/20 IOCI 21-58



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