

Must be posted in a conspicuous place for convenient viewing by all employees and applicants

POSTER nteed protection against changing laws 866-463-4574 • www.posterguard.com

PAYDAY NOTICE

Notice of Paydays ATTENTION EMPLOYEES

Regular Paydays for Employees of		
(FIRM NAME)		
Shall be paid on		
(DAY OF WEEK/ BIWEEKLY/MONTHLY, ETC.)		
Paychecks will be distributed at		
(TIME)		
At		
(ADDRESS)		

In accordance with 820 ILCS 115/10. Please post in a conspicuous place.

WORKERS' COMPENSATION

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 y 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 is one of your two choices of providers
- NOTIFY YOUR EMPLOYER. You must notify your employer of the accidental injury or illness within 45 days, either orally or in writing. To avoid possible delays, it is recommended the notice also include your name, address, telephone number, Social Security number, and a brief description of the injury or illness.
- LEARN YOUR RIGHTS. Your employer is required by law to report accidents that result in more than three lost work days to the Workers' Compensation Commission. Once the accident is reported, you should receive a handbook that explains the law, benefits, and procedures. If you need a handbook, please call the Commission or go to the Web site.

If you must lose time from work to recover from the injury or illness, you may be entitled to receive weekly payments and necessary medical care until you are able to return to work that is reasonably available to you.

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.

. 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.

52-3033 Chicago: 312/814-6611 Peoria: 309/671-3019 .iwcc.il.gov Collinsville: 618/346-3450 Rockford: 815/987-7292 Toll-free: 866/352-3033 Springfield: TDD (Deaf): 217/785-7087 312/814-2959

BY LAW, EMPLOYERS MUST DISPLAY THIS NOTICE IN A PROMINENT PLACE IN FACH WORKPI ACE AND COMPLETE THE INF

IN EACH W	ORKPLACE AND COMPLETE THE INFORMATION BELOW.
Party handling workers' compensation claims	
Business address	
Business phone	
Effective date	Termination date
Policy number	Employer's FEIN
ICPN Printed by the authority of the	e State of Illinois

PREGNANCY RIGHTS



FAIR EMPLOYMENT

ILLINOIS DEPARTMENT OF Human Rights

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



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

REASONABLE ACCOMMODATIONS

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

RETALIATION

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

REPORT DISCRIMINATION

To report discrimination, you may:

- Contact your employer's human resources or personnel department.
- Contact the Illinois Department of Human Rights (IDHR) to file a charge
- Call the Illinois Sexual Harassment and Discrimination Helpline at 1-877-236-7703 to talk to 3. 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 Sprinafield, IL 62702 (217) 785-5100 (866) 740-3953 (TTY) (217) 785-5106 (Fax)

Website: www.illinois.gov/dhr Email: IDHR.Intake@illinois.gov

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

UNEMPLOYMENT INSURANCE

Illinois Department of Employment Security



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

FILING A CLAIM

TILING A CLAIM The Illinois Unemployment insurance Act provides for the poyment 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 sough: Claims should be filed as soon as possible after separation from employment. Claims can be filed online at www.ides.illinois.gov or at the nearest illinois Department of Employment Security office to the worker's home. To be eligible for benefits, an unemployee 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 Department Jourance Act. ons of the Illinois Unemployment Insurance Act.

loyer shall deliver the pamphlet "What Every Worker Should Kno Call stingtops and beginned inspirate which they have a studie know About Unemployment Insurance's to each worker separated from employment for an expected duration of seven or more days. The pamphet shall be ellivered 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. Pamphets 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 adomant in his or her base period. The weekly benefit amount plus any allowance for a dependent make up the total amount payable.

uring a calendar week an employee does not work full-time because or of work, he or she may be eligible for partial benefits if the wage ted in such calendar week are less than his or her weekly benefit amoun or any such week, employers should provide employees with a statement of low earnings" which should be taken to their Illinois Department of mployment 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

prose. Joyment insurance information is available from any Illinois Department ment Security office. To locate the office nearest you, call 1-800-244-563 the locations though our website at **www.ides.illinois.gov**.

BENEFITS

The claimant's weekly benefit amount is usually a percentage of the worker's

warrage weekly wage. The work'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 by 26. The maximum weekly benefit amount is a percent average weekly wage. The minimum weekly benefit a statewide average weekly wage is calculated 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.

MINIMUM WAGE

Your Base Period Will Be: If Your Benefit Year Begins: This year between: last year between Jan. 1 and March 31 Jan. 1 and Sept. 30 and the year before betw 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: April 1 and Dec. 31 and this year between Jan. 1 and March 31 July 1 and Sept. 30

This year between: Last year between: July 1 and Dec. 31 and this year between Jan. 1 and June 30 Oct. 1 and Dec. 31

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.

TAXATION OF BENEFITS

REPORTING TIPS

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

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 mandatary 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. who files a new claim for unemployment insurance benefits unpaid waiting week for which he has filed and is otherwise

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

(312) 793-2800 (312) 793-5257 Fax: (312) 793-5257 Printed by the Authority of the State of Illinois. 01/21 IOCI 21-0463 IMDO

Requested or took VESSA leave for any reason;

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

Exercised any other rights under VESSA.



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



ISERRA (Illinois version of USERRA) protects the employment and benefits of service members who leave their civilian employment to serve our Nation or State.

In order to protect the common public interest in military service, it is the role of the Illinois Attorney General to promote awareness and ensure compliance with ISERRA by providing information, training, advocacy, and enforcement.

WHO IS PROTECTED?

- All members of the Armed Forces of the United States whether active duty or reserve, including the National Guard when performing State duty. 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
- 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 or call the Military & Veterans Rights Helpline at 1-800-382-3000 to ask questions or request training.



is recovering from the violence;

temporarily or permanently relocating; or

other assistance;

the employe

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 require ngins, benefits, and obligations of service interine reinpurpers. Instructure requirement may be met by the posting of this notice where employees 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.

Printed by authority of the State of Illinois. 11/20 material is available in alternate format upon requ

VESSA ACT



Victims' Economic Security and Safety Act (VESSA)

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, or gender violence,

15-49 employees 50 or more employees

Requested an accommodation, regardless of whether the accommodation was granted;

wides employees who are victims of domestic violence, sexual violence, or gender violence, and employees who have a family lid member who is a victim of such violence, with unpaid, job-guaranteed leave; reasonable accommodations: and evolution mination and retaliation.

• is seeking or receiving medical help, legal assistance (including participation in legal proceedings), counseling, safety planning, or

• to take other actions to increase the safety of the victim from future domestic, sexual, or gender violence, or to ensure economi

NOTICE – Employees must provide the employer with at least 48 hours prior notice, unless providing advance notice is not practicable.

CERTIFICATION – An employer may require the employee to provide certification of the domestic, sexual, or gender 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 victim's services organization, a court record, or any other corroborating evidence, but only if that documentation is in the possession of the employee. All information related to domestic, sexual, or gender violence is to be kept in the strictest confidence by the complexe.

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

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

Number of employees Leave permitted

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

CCOMMODATIONS - 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 umber, seating assignment, or physical security of the work area.

NSCRIMINATION AND RETALIATION – VESSA prohibits employers from discriminating, retaliating, or otherwise treating an employee or ob applicant unfavorably if the individual involved: • Is or is perceived to be a victim of domestic, sexual, or gender 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;

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 against the individual or the individual's family or household member; or

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

8 weeks 12 weeks

f an employee is unable to provide advance notice, an employee must provide notice when an employee is able to do so, within a easonable period of time after the absence.



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

It is illegal for your employer to fire you, refuse to hire you or to refuse to provide you with a reasonable accommodation because of your pregnancy. For more information regarding your rights, download the Illinois Department of Human Rights' fact sheet from our website at www.illinois.gov/dhr

Es ilegal que su empleador la despida, se niegue a contratarla o a proporcionarle una adaptación razonable a causa de su embarazo. Para obtener información sobre el embarazo y sus derechos en el lugar de trabajo en español, visite: www.illinois.gov/dh

ILLINOIS DEPARTMENT OF Human Rights

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

CHICAGO OFFICE

100 West Randolph Street, 10th Floor Intake Unit Chicago, IL 60601 (312) 814-6200

Intake Unit Springfield, IL 62704 (217) 785-5100

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

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Your Rights Under Illinois Employment Laws

Minimum Wage \$11.00 per hour (Effective Jan. 1, 2021) and Overtime

- 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.

Hotline: 1-800-478-3998

Unpaid Wages

Wage Payment and Collection Act

- Employees must receive their final compensation, including earned wages, vacation pay, commissions and bonuses on their next regularly scheduled payday.
- 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.

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 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. Hotline: 1-866-EPA-IDOL

Domestic or Sexual Violence Leave

Victims' Economic Security and Safety Act 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 during a 12-month period. Phone: 312-793-6797

Meal and Rest Periods 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 7¹/₂ continuous hours must be allowed a meal period of at least 20 minutes no later than 5 hours after the start of work. Phone: 312-793-2804

Wage Increases Schedule Effective Jan. 1, 2021\$11.00 Effective Jan. 1. 2022 ..\$12.00 Effective Jan. 1, 2023 ..\$13.00 ..\$14.00 Effective Jan. 1, 2024 Effective Jan. 1, 2025\$15.00

Fax: (618) 993-7258

Child Labor

 900 South Spring Street
 Regional Office Building

 Springfield, Illinois 62704-2725
 2309 West Main Street, Suite 115

 (217) 782-6206
 Marion, Illinois 62959

 Fax: (217) 782-0596
 (618) 993-7090

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. 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.

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SPRINGFIELD OFFICE 222 South College St., Room 101-A