

# Illinois



## Comply Anywhere Poster Pack

*A digital compliance solution for all of your  
state and federal labor law postings.*

# TABLE OF CONTENTS

*Use any corner to navigate forward or backward*



## **Employee Notice – Your Rights Are Protected**

The State of Illinois has established laws and regulations that protect the rights of employees. As your employer, we are conspicuously posting the information that is required by the State of Illinois to better inform you of your rights as an employee of our company. If you should have any questions regarding these postings, please contact the personnel office or your immediate supervisor.

**Note:** *The Comply Anywhere Poster (CAP) Pack is designed to provide accurate and authoritative information in regard to the subject matter covered. Businesses with one or more employees are required to comply with federal, state and/or local law notification and posting requirements. CAP will not satisfy all labor law posting and notification requirements that must be posted conspicuously in a location frequented by employees at a business. CAPs should be used only as a supplementary product when space is limited.*

## **State Panels**

- 3 Workers' Compensation Notice
- 4 Your Rights Under Employment Laws
- 5 Unemployment Insurance Notice
- 6 No Smoking
- 7 Pregnancy and Your Rights
- 9 Job Discrimination and Sexual Harassment
- 10 Employer Notice on Discrimination
- 11 Victims' Economic Security and Safety Act (VESSA)
- 12 Service Member Employment & Reemployment Act
- 13 Paid Leave for All Workers Notice

## **Conditional Notices**

- 14 Additional Notices

*The Federal Government has additional laws and regulations that protect the rights of employees. These federal posters and notices, including federal contractor postings, can be found in our Federal Comply Anywhere Poster Pack at the following link:*

[\*\*<< CLICK HERE >>\*\*](#)

**Item #IL-CAP-DF**

© 2014-2024 AIO Acquisition, Inc.

*Click  in the bar below to return to the Table of Contents at any time*

## 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](http://www.iwcc.il.gov)    Collinsville: 618/346-3450    Rockford: 815/987-7292    TDD (Deaf): 312/814-2959

<b>BY LAW, EMPLOYERS MUST DISPLAY THIS NOTICE IN A PROMINENT PLACE IN EACH WORKPLACE AND COMPLETE THE INFORMATION BELOW.</b>			
Party handling workers' compensation claims			
Business address			
Business phone			
Effective date		Termination date	
Policy number		Employer's FEIN	

ICPN 10/11

# STATE PANELS



State of Illinois  
Illinois Department of Labor

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

## Your Rights Under Illinois Employment Laws



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

### Minimum Wage & Overtime

SETS MINIMUM WAGE FOR EMPLOYEES

Effective Jan. 1 2024

**\$14.00** PER HOUR

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.

**\$8.40** PER HOUR

Applies to tipped employees. If an employee's tips combined with the wages from the employer do not equal the minimum wage, the employer must make up the difference.

**\$12.00** PER HOUR

Applies to youths (under 18) working fewer than 650 hours per calendar year.

#### Overtime

Most hourly employees and some salaried employees are covered by the overtime law and must be compensated at time and one-half their regular pay for hours worked over 40 in a workweek.

Hotline: 1-800-478-3998

### Unpaid Wages

WAGE PAYMENT AND COLLECTION ACT

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

Hotline: 1-312-793-2808

### Paid Leave

REQUIRES PAID LEAVE FOR ANY REASON

- **Workers:** earn up to five (5) days of paid leave from work a year
- **Use:** workers can use paid leave for any reason of their choosing. Employers may not require workers to provide a basis for their time off request.
- **Accrual:** Workers earn 1 hour of paid leave for every 40 hours they work.
- **Carryover:** Workers rollover all unused accrued paid leave at the end of the year.
- **Retaliation is prohibited:** If your employer takes adverse action when you exercise your rights under the law, penalties may apply.

#### Existing Policy and Exclusions

- If your employer has an existing policy, certain exceptions may apply. There are certain categories of workers that are not subject to the law.

### Meal & Rest Periods

ONE DAY REST IN SEVEN ACT

Provides employees with 24 consecutive hours of rest within every seven (7) consecutive day period.

- Employers may obtain permits from the Department allowing employees to voluntarily work seven consecutive days.
- Employees working 7 1/2 continuous hours must be allowed a meal period of at least 20 minutes no later than 5 hours after the start of work, and an additional 20 minutes if working a 12 hour shift or longer.
- Employees must be afforded reasonable bathroom breaks.

Hotline: 1-312-793-2804

### Child Labor

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

### Violent Crime Victims' Leave

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.

- Effective 1/1/24: Employees with employers of any size are entitled to 2 additional weeks unpaid leave for reasons relating to a family or household member's death due to a crime of violence to be completed within 60 days after the date employee received notice of the death of the victim.

Hotline: 1-312-793-2800

### 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 non-African American employees
- Certain employees at large businesses may request wage/salary history for their job title from IDOL.

Hotline: 1-866-372-4365



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

524 South 2nd St, Suite 400, Springfield, IL 62701 (217) 782-6206  
160 N. LaSalle, St, Suite C-1300, Chicago, IL 60601 (312) 793-2800  
2309 W. Main Street, Suite 115 Marion, IL 62959 (618) 993-7090

For a complete text of the laws, visit our website: [www.labor.illinois.gov](http://www.labor.illinois.gov)

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

12/23 IOCI 24-1008

## Illinois Department of Employment Security

# NOTICE to workers about Unemployment Insurance Benefits



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

### FILING A CLAIM

The Illinois Unemployment Insurance Act provides for the payment of benefits to eligible unemployed workers and for the collection of employer contributions from liable employers. It is designed to provide living expenses while new employment is sought. Claims should be filed as soon as possible after separation from employment. Claims can be filed online at [www.ides.illinois.gov](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.

BEN-57 (rev. 8/12)



State of Illinois  
Illinois Department of Public Health

# NO SMOKING

Indoors or Within 15 Feet of Entrance



To file a complaint:

[www.smoke-free.illinois.gov](http://www.smoke-free.illinois.gov)

**866-973-4646**

TTY 800-547-0466 (hearing impaired use only)



Smoke-Free Illinois Act 95-0017

IOCI 12-55





**State of Illinois**  
Department of Human Rights

# DDHHR



## **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 [dhr.illinois.gov](https://dhr.illinois.gov)

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 [dhr.illinois.gov](https://dhr.illinois.gov)



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

### **CHICAGO**

555 West Monroe St.  
Suite 700, Intake Unit  
Chicago, IL 60661  
(312) 814-6200

### **SPRINGFIELD**

524 S. 2nd St.  
Suite 300, Intake Unit  
Springfield, IL 62701  
(217) 785-5100

Learn more, contact IDHR, or initiate a charge at:

<https://dhr.illinois.gov>





## 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:  
555 W Monroe Street, 7th Floor  
Chicago, IL 60661  
(312) 814-6200  
(866) 740-3953 (TTY)  
(312) 814-6251 (Fax)

Springfield:  
524 S. 2nd St., Suite 300  
Springfield, IL 62701  
(217) 785-5100  
(866) 740-3953 (TTY)  
(217) 785-5106 (Fax)

Website: [dhr.illinois.gov](http://dhr.illinois.gov)

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.

version IDHR 9/2022



## EMPLOYER NOTICE

Under the Illinois Human Rights Act (Act), all workers have the right to employment free from unlawful discrimination or sexual harassment. In Illinois, it is a civil rights violation under Article 2-102(K) of the Act for an employer to fail to include in a posting on the premises, AND in an employee handbook, information concerning the rights of employees to:

- 1 - Be free from unlawful discrimination or sexual harassment in the workplace;
- 2 - File a charge of discrimination or sexual harassment; and
- 3 - Obtain certain reasonable accommodations such as those based on pregnancy and disability.

The required poster is available for download on the Illinois Department of Human Rights' website. The poster includes language suitable for inclusion in an employee handbook.

The poster also includes information on the Illinois Sexual Harassment and Discrimination Helpline, which provides additional resources and information.

Everyone has a right to be free from illegal discrimination and sexual harassment in the workplace and is protected from retaliation for reporting incidents of discrimination, participating in an investigation, or helping others exercise their rights.

IDHR can investigate charges of employment discrimination filed against an employer, public contractor, employment agency, labor organization or union.

For further information, contact IDHR at:  
Website: [dhr.illinois.gov](http://dhr.illinois.gov)

Chicago:  
555 W Monroe St., 7th Floor  
Chicago, IL 60661  
(312) 814-6200  
(866) 740-3953 (TTY)  
(312) 814-6251 (Fax)

Springfield:  
524 S. 2nd St., Suite 300  
Springfield, IL 62701  
(217) 785-5100  
(866) 740-3953 (TTY)  
(217) 785-5106 (Fax)

Illinois Sexual Harassment and Discrimination Helpline  
1-877-236-7703 or TTY: 711  
Monday to Friday, 8:30 a.m. to 5:00 p.m.  
<http://shdh.illinois.gov>



## Victims' Economic Security and Safety Act (VESSA)

### REQUIRED NOTICE FOR EMPLOYERS

**VESSA** provides employees who are victims of domestic violence, sexual violence, gender violence, or any other crime of violence, and employees who have a family or household member who is a victim of such violence, with unpaid, job-guaranteed leave; reasonable accommodations; and protections from discrimination and retaliation.

This time may be used if the employee or the employee's family or household member is:

- Experiencing an incident of domestic violence, sexual violence, gender violence, or any other crime of violence
- Recovering from the violence;
- Seeking or receiving medical help, legal assistance (including participation in legal proceedings), counseling, safety planning, or other assistance;
- Temporarily or permanently relocating;
- Taking other actions to increase the safety of the victim from future domestic, sexual, or gender violence, or any other crime of violence, or to ensure economic security.
- Attending the funeral or alternative to a funeral if death is caused by crime of violence;
- Making arrangements necessitated by a death caused by a crime of violence; or
- Grieving a death caused by a crime of violence.

**NOTICE AND CERTIFICATION** Employees must provide the employer with at least 48 hours 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 may be provided by a sworn statement of the employee and upon obtaining such other documentation the employee shall provide one of the following:

- Documentation from an employee, agent or volunteer of a victim services organization, an attorney, a member of the clergy, or medical or other professional assisting in addressing the violence;
- A police, court, or military record;
- A death certificate, published obituary, or written verification of death, burial, or memorial services, or
- Other corroborating evidence.

**DURATION OF LEAVE** Effective January 1, 2024, employees with employers of any size are entitled to 2 additional weeks (would be additional leave to what the chart below shows) unpaid leave for reasons relating to certain family or household member's death due to a crime of violence to be completed within 60 days after the date employee received notice of the death of the victim.

### 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: [labor.illinois.gov/vessa](http://labor.illinois.gov/vessa)

**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.

**CONFIDENTIALITY** Employers must maintain the confidentiality of all information pertaining to the use of VESSA leave, notice of an employee's intention to take VESSA leave, and certification provided by the employee.

**labor.illinois.gov • 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

## ***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?**

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).



This material is available in alternate format upon request.



## PAID LEAVE FOR ALL WORKERS ACT NOTICE

Employers must provide employees with up to 40 hours of paid leave for any reason.

### Paid Leave

- **Workers:** Earn up to five (5) days per year of paid leave from work.
- **Use:** Workers can use paid leave for any reason of their choosing. Employers cannot require workers to provide a reason for their time off request. Employers may not require, as a condition of taking leave, that the employee search for a replacement worker.
- **Accrual:** Workers earn 1 hour of paid leave for every 40 hours they work.
- **Carryover:** Workers rollover all unused paid leave at the end of the year.
  - **Retaliation is prohibited:** Penalties may apply to employers that take adverse action against workers who exercise their rights under this law.



### Penalties

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

### Filing a Complaint

A worker may file a complaint with the Illinois Department of Labor alleging a violation of this Act by filling out a complaint form at [labor.illinois.gov/paidleave](http://labor.illinois.gov/paidleave).

### Existing Policy and Exclusions

Certain exceptions may apply for employers who already provide their workers with paid leave. There are also certain categories of workers that are not covered by the law.

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



For a complete text of the 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:  
[DOL.PaidLeave@illinois.gov](mailto:DOL.PaidLeave@illinois.gov)

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

## Additional Notices

With the purchase of your **Illinois Digital Comply Anywhere Poster Pack**, you are entitled to **free downloads** of conditionally required industry-specific and municipal postings.

See instructions below to review and download additionally required materials.

- 1) **Review** all conditional notices required in the state of Illinois.
- 2) **Download**, print, and post any notices that pertain to your business type, demographic, and/or location.

To download these materials, please visit:  
[www.personnelconcepts.com/downloads/ilcn](http://www.personnelconcepts.com/downloads/ilcn)

When prompted, enter the **ACCESS CODE: PCILCN**