Your Rights Under
Illinois Employment Laws

Minimum Wage $13.00 per hour (Effective Jan. 1, 2023) 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.

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.

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.

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

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.
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.

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

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
**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.

The average weekly wage is the total wages paid by the employer to the worker during the base period divided by the number of weeks the worker was eligible for unemployment compensation. The minimum weekly benefit amount is $51. The maximum weekly benefit amount is a percentage of the statewide average weekly wage.

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.
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:


BY LAW, EMPLOYERS MUST DISPLAY THIS NOTICE IN A PROMINENT PLACE IN EACH WORKPLACE AND COMPLETE THE INFORMATION BELOW.

<table>
<thead>
<tr>
<th>Party handling workers’ compensation claims</th>
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<td>Business address</td>
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<td>Effective date</td>
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<td>Policy number</td>
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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.

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

**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 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.

**OSHA JOB SAFETY AND HEALTH POSTER**
R-01-23
Printed by the Authority of the State of Illinois.

labor.illinois.gov
160 N. LaSalle Street, C-1300
Chicago, IL 60601
(312) 793-7308
Fax: (312) 793-2081

OSHA.illinois.gov
524 S. 2nd Street, Suite 400
Springfield, IL 62701
(217)782-9386
dol.safety@illinois.gov

worksafe.illinois.gov
524 S. 2nd Street, Suite 400
Springfield, IL 62701
1-800-972-4216
dol.consultation@illinois.gov

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.
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
(620 ICS 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 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 Act. 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.

For more information or to file a complaint, contact:

AVISO A PERSONAS QUE TRABAJAN PARA CONTRATISTAS EN EL ÁREA DE LA CONSTRUCCIÓN

FIJACION OBLIGATORIA – Contratistas que disponen de uno o 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 CODIFICACIÓN PARA EL EMPLEADO
(620 ICS 185/1-999) Fecha Vigente: el 1° de enero del 2008

La Ley de Codificación Para el Empleado decreto normas para determinar si una persona que trabaja para contratistas en el área de la construcción es un “empleado” del contratista o sí 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 incentiva 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, o que tenga un interés directo, tiene el derecho de presentar un reclamo con el Departamento de Trabajo, o puede presentar una demanda privada demandando remedios por infracciones al ser clasificados erróneamente (incluyendo reemplazo de salario, beneficios por estar empleado) o cualquier otra compensación que le fue negada o perdida, 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 desedar a un trabajador para ejercer sus derechos bajo esta ley (incluyendo el poner un reclamo o 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 WYKONYWUJĄCYCH PRACE NA ZLECENIE DLA FIRM BUDOWLANO-KONTRAKTOWSKICH

WYMACA SIĘ WYWIĘŚCIE 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 burze jak i we wszystkich miejscach pracy po za biurem.

USTAWA DOTYCZĄCA KLASYFIKACJI PRACOWNIKÓW
(620 ICS 185/1-999) Obowiązuje od 1 stycznia, 2008

Ustawa dotycząca klasifikacji pracowników ustała kryteria czy osoby wykonujące prace na zlecenie dla firmy budowlano-kontraktorskiej jest pracownikami firmy zlecającej usługę czy też jest pracownikiem nozazłonym. Z dniem 1 stycznia, 2008, osoby wykonujące usługi na zlecenie dla właścicieli firm budowlanych są uznawane za pracowników firmy dla których wykonują zlecenie, wyjątkiem stanowi spełnienie kryteriów zawartych w Paragraf 10 Kodeksu Pracy. Ustawa ma za zadanie chronić praw osób zatrudnionych w przemyśle budowlanym, zagwarantowane przez prawo pracy, włączając prawo do minimalnej stawki, nadgodzin, odszkodowań i ubezpieczeń oraz przeciwdziałanie uchyleniu od płacenia podatków i przestrzegania zobowiązań dotyczących praw pracowników.

Każda osoba, której prawa zostały naruszone, oraz osoby postronne mogą złożyć skargę w Departamencie Pracy lub też odnosić swoich praw drogą sądową, włączając demagogię, zwróć zaległych plik, usunięcia, które w związku z powyższym zostało pracownikom odmówione lub odebrane, odszkodowań oraz zwrotu kosztów sądowych. Wcale prawa firm budowlanych, które nie przestrzegają Ustawy, będą podlegały karze.

Jest niezbędne z Ustawą zwalnianie pracownika, który domaga się swoich praw, złożyć zaświadczenie, lub też jest świadkiem w sprawie dotyczącej naruszania 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

Labor Law Compliance Center
(800) 801-0597
www.laborlawcc.com

IL06E
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.labor.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 the number of hours worked by workers’ compensation claims premium rate and rate of compensation. The Department, upon receipt of this information, issues a registration certificate to the agency. Registered agencies are listed on the Department’s website at: https://www2.labor.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 until 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 upon 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.labor.gov/idol/Pages/Complaints.aspx
Chicago 312.793.2800 • Springfield 217.782.6206 • Marion 618.699.7090
Emergency Care for CHOKING

CONSCIOUS VICTIM

If victim CAN breathe, cough or make sounds, DO NOT INTERFERE.

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

If victim CANNOT breathe, cough or make sounds, ask if you can help.

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.

• 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.

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

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<thead>
<tr>
<th>Number of employees</th>
<th>Leave permitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-14 employees</td>
<td>4 weeks</td>
</tr>
<tr>
<td>15-49 employees</td>
<td>8 weeks</td>
</tr>
<tr>
<td>50 or more employees</td>
<td>12 weeks</td>
</tr>
</tbody>
</table>

Leaves 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 employers 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 • DOL.Questions@Illinois.gov

Labor Law Compliance Center (800) 801-0597
www.laborlawcc.com
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

Il10e
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.

RETAILIATION
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
Email: IDHR.Intake@illinois.gov
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 or call the Military & Veterans Rights Helpline at 1-800-382-3000 to ask questions or request training.

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

REGULAR PAYDAYS FOR EMPLOYEES OF ________________________________ (FIRM NAME) SHALL BE AS FOLLOWS:

MONTHLY

SEMI-MONTHLY

WEEKLY

OTHER

Pay checks will be distributed at ________________________ (PLACE OF DISTRIBUTION)

BY ________________________

TITLE ________________________

This is in accordance with 820 ILCS 115.10
$15.80 $15.00 $13.50 $9.48 $9.00 $8.10

For further detail, including a full list of exempted Employees, visit Chicago.gov/LaborStandards or contact the Office of Labor Standards at 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 July 1, 2023. Last updated July 1, 2023.
EMPLOYEES HAVE THE RIGHT TO BE FREE FROM SEXUAL HARASSMENT IN THE WORKPLACE

The City of Chicago has a strict zero tolerance policy against all forms of sexual harassment. Sexual harassment is defined as any unwelcome sexual advances or requests for sexual favors or conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment; or (2) submission to or rejection of such conduct by an individual is used as the basis for any employment decision; or (3) such conduct substantially interferes with an individual’s work performance or creates an intimidating, hostile or offensive working environment; or (4) behavior of a sexual nature which involves coercion, abuse of authority, or misuse of an individual’s employment position.

RETALIATION

It is also unlawful for employers to retaliate against an employee because the employee complained about sexual harassment, filed a complaint regarding sexual harassment or participated in an investigation into a sexual harassment complaint.

REPORT SEXUAL HARASSMENT

To report sexual harassment:

- Notify your immediate supervisor, or if the harasser is your supervisor, another manager.
- Contact your employer’s human resources or personnel department.
- Contact the Chicago Commission on Human Relations to file a complaint.

Chicago Commission on Human Relations
740 N. Sedgwick, 4th Floor
Chicago, IL 60654
(312) 744-4111
(312) 744-1081 (fax)
(312) 744-1088 (TTY)
www.Chicago.gov/CCHR
cchr@cityofchicago.org

Employers shall display this poster in a location where employees commonly gather.
Cook County Minimum Wage Ordinance

NOTICE TO EMPLOYEES

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

1. You have worked for an employer in Cook County for at least 2 hours in any 2-week period, and
2. Your employer has four or more employees (or you are a domestic worker), and
3. 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 for workers under 18.

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

- You may begin the Complaint process by first contacting a Human Rights Investigator for an intake interview.
- Investigators can be reached Monday through Friday from 9 a.m. to 4 p.m. by telephone or email.
- More information and forms for filing a Minimum Wage complaint are available at www.cookcountyil.gov/MWO.

Minimum wage for tipped workers: $8.00
Minimum wage for non-tipped workers: $13.70

Effective Date 7/1/2023

Visit www.cookcountyil.gov/MWO for more information.
COOK COUNTY EARNED SICK LEAVE ORDINANCE
NOTICE TO EMPLOYEES ● EFFECTIVE JULY 1, 2017

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.

COOK COUNTY COMMISSION ON HUMAN RIGHTS
69 W. Washington, 30th Floor, Chicago, IL 60602
e-mail: human.rights@cookcountyil.gov phone: 312-603-1100

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

IL18E
All workers have the right to:
- A safe workplace.
- Raise a safety or health concern with your employer or OSHA, or report a work-related injury or illness, without being retaliated against.
- Receive information and training on job hazards, including all hazardous substances in your workplace.
- Request a confidential OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. You have the right to have a representative contact OSHA on your behalf.
- Participate (or have your representative participate) in an OSHA inspection and speak in private to the inspector.
- File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your rights.
- See any OSHA citations issued to your employer.
- Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

Employers must:
- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
- Comply with all applicable OSHA standards.
- Notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related inpatient hospitalization, amputation, or loss of an eye.
- Provide required training to all workers in a language and vocabulary they can understand.
- Prominently display this poster in the workplace.
- Post OSHA citations at or near the place of the alleged violations.

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

This poster is available free from OSHA.
Know Your Rights: Workplace Discrimination is Illegal

The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in employment. If you believe you’ve been discriminated against at work or in applying for a job, the EEOC may be able to help.

Who is Protected?

- Employees (current and former), including managers and temporary employees
- Job applicants
- Union members and applicants for membership in a union
- Most private employers
- State and local governments (as employers)
- Educational institutions (as employers)
- Unions
- Staffing agencies

What Organizations are Covered?

- The Department of Labor’s Office of Federal Contract Compliance Programs (OFCCP) enforces the nondiscrimination and affirmative action commitments of companies doing business with the Federal Government. If you are applying for a job with, or are an employee of, a company with a Federal contract or subcontract, you are protected under Federal law from discrimination on the following bases:
  - Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin
  - Disability
  - Age (40 and older)
  - Retaliation

What Employment Practices can be Challenged as Discriminatory?

Under the EEOC’s laws, an employer may not discriminate against you, regardless of your immigration status, on the bases of:

- Race
- Color
- Religion
- National origin
- Sex (including pregnancy, childbirth, and related medical conditions, sexual orientation, or gender identity)
- Age (40 and older)
- Disability
- Genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic services, or family medical history)
- Retaliation for filing a charge, reasonably opposing discrimination, or participating in a discrimination lawsuit, investigation, or proceeding
- Interference, coercion, or threats related to exercising rights regarding disability discrimination or pregnancy accommodation
- Classification
- Referral
- Pay (unequal wages or compensation)
- Assignment
- Conduct that might reasonably discourage someone from exercising their rights, regarding disability discrimination (including accommodation) or pregnancy accommodation
- Benefits
- Job training
- Aggressive, intimidatory, or threatening conduct
- Conduct that coerces, intimidates, threatens, or interferes with someone exercising their rights, or someone assisting or encouraging someone else to exercise rights, regarding disability discrimination (including accommodation) or pregnancy accommodation

What can You Do if You Believe Discrimination has Occurred?

Contact the EEOC promptly if you suspect discrimination. Do not delay, because there are strict time limits for filing a charge of discrimination (180 or 300 days, depending on where you live/work). You can reach the EEOC in any of the following ways:

Submit an inquiry through the EEOC’s public portal:
https://publicportal.eeoc.gov/Portal/Login.aspx

Visit an EEOC field office (information at www.eeoc.gov/field-office)

E-Mail info@eeoc.gov

Additional information about the EEOC, including information about filing a charge of discrimination, is available at www.eeoc.gov

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS

The Department of Labor’s Office of Federal Contract Compliance Programs (OFCCP) enforces the nondiscrimination and affirmative action commitments of companies doing business with the Federal Government. If you are applying for a job with, or are an employee of, a company with a Federal contract or subcontract, you are protected under Federal law from discrimination on the following bases:

- Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin

Executive Order 11246, as amended, prohibits employment discrimination by Federal contractors based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

- Disability

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment by Federal contractors. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship to the employer. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

- Protected Veteran Status

The Vietnam Era Veterans’ Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and requires affirmative action to recruit, employ, and advance in employment, disabled veterans, recently separated veterans (i.e., within three years of discharge or release from active duty), active duty wartime or campaign badge veterans, or Armed Forces service medal veterans.

- Retaliation

Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination by Federal contractors under these Federal laws.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under OFCCP’s authorities should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP)
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, D.C. 20210
1–800–357–6467 (toll-free)
1–844–234–5122 (ASL video phone)
7–1–1 to access telecommunications relay services.

If you are deaf, hard of hearing, or have a speech disability, please dial 7–1–1 to access telecommunications relay services. OFCCP may also be contacted by submitting a question online to OFCCP’s Help Desk at https://https://ofccphelpdesk.dol.gov/; or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor and on OFCCP’s “Contact Us” webpage at https://www.dol.gov/agencies/ofccp/contact.

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

Race, Color, National Origin, Sex

In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VII if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance.

Individuals with Disabilities

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job.

If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.

(Revised 6/27/2023)
Labor Law Compliance Center
(800) 801–0597
www.laborlawcenter.com
What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with job-protected leave for qualifying family and medical reasons. The U.S. Department of Labor’s Wage and Hour Division (WHD) enforces the FMLA for most employees.

Eligible employees can take up to 12 workweeks of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you.
- Your serious mental or physical health condition that makes you unable to work.
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness may take up to 26 workweeks of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in one block of time. When it is medically necessary or otherwise permitted, you may take FMLA leave intermittently in separate blocks of time, or on a reduced schedule by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is not paid leave, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer’s paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave?

You are an eligible employee if all of the following apply:

- You work for a covered employer.
- You have worked for your employer at least 12 months.
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location.

Airline flight crew employees have different “hours of service” requirements.

You work for a covered employer if one of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

What does my employer need to do?

If you are eligible for FMLA leave, your employer must:

- Allow you to take job-protected time off for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your employer cannot interfere with your FMLA rights or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your employer must confirm whether you are eligible or not eligible for FMLA leave. If your employer determines that you are eligible, your employer must notify you in writing:

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information?

Call 1-866-487-9243 or visit dol.gov/fmla to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. Scan the QR code to learn about our WHD complaint process.
OVERTIME PAY
At least 1½ times the regular rate of pay for all hours worked over 40 in a workweek.

CHILD LABOR
An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural employment.

TIP CREDIT
Employers of “tipped employees” who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers must pay tipped employees a cash wage of at least $2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee’s tips combined with the employer’s cash wage of at least $2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference.

PUMP AT WORK
The FLSA requires employers to provide reasonable break time for a nursing employee to express breast milk for their nursing child for one year after the child’s birth each time the employee needs to express breast milk. Employers must provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by the employee to express breast milk.

ENFORCEMENT
The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and/or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or repeated violation of the minimum wage or overtime pay provisions of the law. Civil money penalties may also be assessed for violations of the FLSA’s child labor provisions. Heightened civil money penalties may be assessed for each child labor violation that results in the death or serious injury of any minor employee, and such assessments may be doubled when the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding under the FLSA.

ADDITIONAL INFORMATION
- Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions. Certain narrow exemptions also apply to the pump at work requirements.
- Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico.
- Some state laws provide greater employee protections; employers must comply with both.
- Some employers incorrectly classify workers as “independent contractors” when they are actually employees under the FLSA. It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA’s minimum wage and overtime pay protections and correctly classified independent contractors are not.
- Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.
EMPLOYEE RIGHTS

EMPLOYEE POLYGRAPH PROTECTION ACT

The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for pre-employment screening or during the course of employment.

PROHIBITIONS

Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for exercising other rights under the Act.

EXEMPTIONS

Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related activities.

The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective employees of security service firms (armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers.

The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer.

The law does not preempt any provision of any State or local law or any collective bargaining agreement which is more restrictive with respect to lie detector tests.

EXAMINEE RIGHTS

Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examinees have a number of specific rights, including the right to a written notice before testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons.

ENFORCEMENT

The Secretary of Labor may bring court actions to restrain violations and assess civil penalties against violators. Employees or job applicants may also bring their own court actions.

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.
YOUR RIGHTS UNDER USERRA
THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

REEMPLOYMENT RIGHTS

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and:

✩ you ensure that your employer receives advance written or verbal notice of your service;
✩ you have five years or less of cumulative service in the uniformed services while with that particular employer;
✩ you return to work or apply for reemployment in a timely manner after conclusion of service; and
✩ you have not been separated from service with a disqualifying discharge or under other than honorable conditions.

If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

If you:
✩ are a past or present member of the uniformed service;
✩ have applied for membership in the uniformed service; or
✩ are obligated to serve in the uniformed service;
then an employer may not deny you:
✩ initial employment;
✩ reemployment;
✩ retention in employment;
✩ promotion; or
✩ any benefit of employment because of this status.

In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

HEALTH INSURANCE PROTECTION

✩ If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military.

✩ Even if you don’t elect to continue coverage during your military service, you have the right to be reinstated in your employer’s health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

ENFORCEMENT

✩ The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.

✩ For assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USA-DOL or visit its website at https://www.dol.gov/agencies/vets/. An interactive online USERRA Advisor can be viewed at https://webapps.dol.gov/elaws/vets/userra

✩ If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation.

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

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