

EEOC - KNOW YOUR RIGHTS: WORKPLACE DISCRIMINATION IS ILLEGAL

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 on work or 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
- What Organizations are Covered?
- Most private employers
- State and local governments (as employers)
- Educational institutions (as employers)
- Staffing agencies
- What Types of Employment Discrimination are Illegal?
- Under the EEOC's laws, an employer may not discriminate against you, regardless of your immigration status, on the basis of:

 - Color
 - Race
 - National origin
 - Religion
 - 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)

- Employers (current and former), including managers and temporary employees
- Job applicants
- Union members and applicants for membership in a union
- What Organizations are Covered?
- Most private employers
- State and local governments (as employers)
- Educational institutions (as employers)
- Staffing agencies
- What Types of Employment Discrimination are Illegal?
- Under the EEOC's laws, an employer may not discriminate against you, regardless of your immigration status, on the basis of:

 - Color
 - Race
 - National origin
 - Religion
 - 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)

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

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 a contractor with, a company with a Federal financial assistance, you are protected under Federal law from discrimination on the following bases: **Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin, Race**. See Executive Order 11246, as amended, which 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.

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).

Protected Veterans Status The Vietnam Era Veterans' Readjustment Assistance Act (VEVRA) 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 is prohibited against any person who files a complaint, provides information, or participates in an OFCCP proceeding, or otherwise opposes discrimination by Federal contractors under these Federal laws. Any person who believes an employer has violated its nondiscrimination or affirmative action obligations under VEVRA's authorities should contact immediately.

The Office of Federal Contract Compliance Programs (OFCCP)

U.S. Department of Labor

100 Constitution Avenue, N.W.

Washington, D.C. 20210

1-800-367-6213 (toll-free)

If you are deaf, hard of hearing, or have a speech disability, please dial 7-1-1 to access TDD services. You may also be contacted by submitting a question online to OFCCP's Help Desk at <https://oasphelpdesk.dhs.gov/>, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor, or on OFCCP's Contact Us webpage at <https://www.dhs.gov/agencies/ofccp/contact>.

ILLINOIS MINIMUM WAGE

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 labor relations laws, and by providing technical assistance and increasing public understanding of labor laws. Through enforcement, education, and public information campaigns, 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

SEE MINIMUM WAGE FOR EMPLOYEES

Effective Jan. 1, 2025

\$15.00 PER HOUR

Applies to employers with 4 or more employees. Domestic workers are exempt 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.

\$9.00 PER HOUR

Applies to tipped employees. If an employer split combined with the wages from the employer, the employer must not equal the minimum wage, the employer must make up the difference.

\$13.00 PER HOUR

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

Overtime

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

Hotline: 1-800-478-3998

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).
- Hours are limited to 3 hours per day on school days, 8 hours per day on non-school days and no more than 6 hours on 18 hours per week when school is in session or 40 hours per week when school is not in session.
- 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 of domestic, gender, or sexual violence, with up to 12 business days of unpaid leave during a 12-month period.

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

Hotline: 1-312-793-2808

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 of Labor to authorize 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 1 hour after the start of work, and an additional 20 minutes if working a 12-hour shift or longer.
- Employers must be afforded reasonable bathroom breaks.

Hotline: 1-312-793-2804

Equal Pay Act

Requires employers to pay equal wages to men and women doing the same or substantially similar work, unless the difference is based upon a seniority system, a merit system, or factors other than gender.

- Employers and employment agencies must be able to justify significant pay and compensation differences.
- Employers may disclose or discuss their own salaries, benefits, and other compensation with their coworkers and colleagues.
- Employers are not allowed to pay less to African American employees.
- Certain employers of large businesses may request wage/salary history for their job title from a former employer.
- Employers that publish job postings must include that post pay and salary information for the job in Illinois or, if working remotely out of state, to a supervisor or work location in Illinois.

Hotline: 1-866-372-4365

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

234 South Dearborn Street, Suite 400, Springfield, IL 62701 (217) 782-6206

160 N. LaSalle St., Suite C-100, Chicago, IL 60601 (312) 793-2900

2300 W. Main Street, Suite 115, Marion, IL 62959 (618) 992-2090

For a complete text of the laws, visit www.dhs.gov/agencies/illinois/equal-pay

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

Printed by the Authority of the State of Illinois 12/23/24 IOCS 24-1166 H061

VETERANS BENEFITS AND SERVICES

The resources listed are available at no cost to assist Illinois veterans in gaining their earned benefits and services and understanding their rights, protections, and accommodations.

Mental Health and Substance Abuse Resources

U.S. Department of Veterans Affairs Veterans Crisis Line

Call: 988, press 1 • Text: 838255

Veteran Suicide and Crisis Lifeline

U.S. Department of Veterans Affairs Veterans Crisis Line

Call: 988, press 1 • Text: 838255

Crisis Text Line

Text: 741-741 • Chat: cristextline.org

Illinois Department of Veterans Affairs

<https://veterans.illinois.gov/>

Illinois Office of the Attorney General

Military and Veterans Rights Bureau

Illinois Secretary of State

Veteran Drivers License or non-driver Veteran Identification Card and military specialized license plates

United States Department of Veterans Affairs federal claims support

U.S. Department of Veterans Affairs | County Veterans Assistance Commission | Illinois Department of Veterans Affairs | Veterans Service Organizations in Illinois

Military and Veterans Rights Helpline

The Military and Veterans Rights Helpline offers a helpline, 1-800-382-3000, to assist servicemembers, veterans, and dependents on a wide variety of issues related to veterans' service while providing useful information designed to assist in the receipt of veterans' benefits.

Illinois State Benefits Support

Illinois Department of Veterans Affairs

Property Tax Benefits

Standard Homestead Exemption for Veterans with Disabilities

Legal Services

Illinois Armed Forces Legal Network

855-453-3236

Veteran Treatment Court

Educational Benefits

Illinois Department of Veterans Affairs

Women Veterans

Illinois Department of Veterans Affairs

U.S. Department of Veterans Affairs Center for Women Veterans

Homeless Veterans

National Call Center for Homeless Veterans at (877) 441-VET (877-424-3838)

United States Department of Veterans Affairs Homeless Program

United States Department of Veterans Affairs Prince Home

Protections for Survivors of Sexual Violence in the Military

To learn more about established protections, refer to PA 102-0890 (Ilga.gov) for Service Members, Veterans, and Families (SMVF) in Crisis

IL01

Illinois Department of Veterans Affairs

DOI Printed by the Authority of the State of Illinois 22-1030-1224-00

OSHA - THE OCCUPATIONAL SAFETY AND HEALTH ACT

OSHA®

Occupational Safety and Health Administration

U.S. Department of Labor

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.

Contact OSHA. We can help.

This poster is available free from OSHA.

1-800-321-OSHA (6742) • TTY 1-877-889-5627 • www.osha.gov

WORKERS' COMPENSATION

WORKERS' COMPENSATION

is a system of benefits provided by law to most workers who have job-related injuries or illnesses. Benefits are paid for injuries that are caused, in whole or in part, by an employer'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, YOU SHOULD TAKE THE FOLLOWING STEPS:

- GET MEDICAL ASSISTANCE.** By law, your employer must pay for all necessary medical services required to cure or relieve the effects of the injury or illness. Where necessary, the employer must also pay for physical, mental, or vocational rehabilitation, within prescribed limits. The employer 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.
- NOTIFY YOUR EMPLOYER.** You must notify your employer of the accidental injury or illness within 45 days, either orally or in writing. To avoid possible delays, it is recommended the notice also include your name, address, telephone number, Social Security number, and a brief description of the injury or illness.
- LEARN YOUR RIGHTS.** Your employer is required by law to report accidents that result in more than three lost work days to the Workers' Compensation Commission. Once the accident is reported, you should receive a handbook that explains the law, benefits, and procedures. If you need a handbook, please call the Commission or go to the web site. If you must lose time from work to recover from the injury or illness, you may be entitled to receive weekly payments and necessary medical care until you are able to return to work that is reasonably available to you. It is against the law for an employer to harass, discharge, refuse to rehire or in any way discriminate against an employee for exercising his or her rights under the Workers' Compensation or Occupational Diseases Act. If you file a fraudulent claim, you may be penalized under the law.
- KEEP A RECORD OF THE TIME WASTED.** Generally, claims must be filed within 3 months 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 claim within 30 months after an award is made if the disability increased. But cases that are resolved by a lump-sum settlement contract against the employer 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: 866/552-3033
Web site: www.iwccl.org

Chicago: 312/814-6611
Collinsville: 618/346-3450

Peoria: 309/671-3019
Rockford: 815/987-7292

Springfield: 217/785-7087
TDD (Deaf): 312/814-2959

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

Party handling workers' compensation claims

Business address

Effective date

Termination date

Employer's FEIN

Payroll Notice

Regular Paydays for Employees of

Weekly **Bi-Weekly** **Monthly** **Other**

By: Title:

PAID LEAVE

PAID LEAVE FOR ALL WORKERS ACT NOTICE

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

Workers: Earn up to 40 hours of paid leave from work per year.

Use: Workers can use paid leave for any reason of their choosing. Employers may not require workers to provide a reason for their paid leave request.

Accrual: Workers earn 1 hour of paid leave for every 40 hours they work. Employers may also provide workers with all paid leave hours at the start of the 12-month period (frontloading).

Carryover: Workers rollover all unused accrued paid leave at the end of the year. Any unused frontloaded leave does not have to be carried over.

Retaliation is prohibited: Penalties may apply to employers that take adverse action against workers who exercise their rights under this law.

Retaliation is prohibited: Penalties may apply to employers that take adverse action against workers who exercise their rights under this law.

Equal Pay Act

Requires employers to pay equal wages to men and women doing the same or substantially similar work, unless the difference is based upon a seniority system, a merit system, or factors other than gender.

Employers and employment agencies must be able to justify significant pay and compensation differences.

Employers may disclose or discuss their own salaries, benefits, and other compensation with their coworkers and colleagues.

Employers are not allowed to pay less to African American employees.

Certain employers of large businesses may request wage/salary history for their job title from a former employer.

Employers that publish job postings must include that post pay and salary information for the job in Illinois or, if working remotely out of state, to a supervisor or work location in Illinois.

Hotline: 1-866-372-4365

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

234 South Dearborn Street, Suite 400, Springfield, IL 62701 (217) 782-6206

160 N. LaSalle St., Suite C-100, Chicago, IL 60601 (312) 793-2900

2300 W. Main Street, Suite 115, Marion, IL 62959 (618) 992-2090

For a complete text of the laws, visit www.dhs.gov/agencies/illinois/equal-pay

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

Printed by the Authority of the State of Illinois 12/23/24 IOCS 24-1010 H060

PAY TRANSPARENCY

Pay Transparency Updates to the Illinois Equal Pay Act of 2003

Employers with Pay Transparency Requirements

Any employer with 15 or more employees who, after January 1, 2025, publishes a job posting for a specific employment opportunity is required to include pay and benefits information in the job posting if the work is to be performed:

- Physically in Illinois, at least in part OR
- Outside Illinois, but reporting to an Illinois supervisor, office, or work site.

Required Information

Wage or salary (or a defined pay range) and general description of benefits for the position advertised.

- Employers may include a hyperlink to a publicly viewable web page that includes pay and benefits, so long as it gives pay and benefits for the specific position.

Complaints

A person may file a complaint about pay transparency or promotional opportunity in job postings within one year of the violation.

To file a complaint, visit www.dhs.gov/agencies/illinois/equal-pay

Retaliation

An employer on an employment agency shall not refuse to interview, hire, promote, or employ, and shall not otherwise retaliate against an applicant for employment or an employee for exercising any rights under subsection.

Penalties

An employer may have to pay penalties if, after investigation, the Department finds that they have violated these requirements.

Unemployment Insurance

Notice to workers about Unemployment Insurance Benefits

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

FLING 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 only at www.dhs.gov/agencies/illinois/unemployment or at the nearest Illinois Department of Employment Security to the worker's home. To be eligible for benefits, an unemployed individual must be able to 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 is unable to 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 web site at www.dhs.gov/agencies/illinois/unemployment.

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 income tax withholding, if any, shall be based on 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.

This poster fulfills all posting requirements for the Illinois Department of Employment Security. EMPLOYERS ARE REQUIRED TO POST THIS NOTICE IN A CONSPICUOUS PLACE AT ALL EMPLOYERS.

Printed by the Authority of the State of Illinois Stock Number 4427-BEN-57 (rev. 8/12)

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.

FLING 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 only at www.dhs.gov/agencies/illinois/unemployment or at the nearest Illinois Department of Employment Security to the worker's home. To be eligible for benefits, an unemployed individual must be able to 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 is unable to 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 web site at www.dhs.gov/agencies/illinois/unemployment.

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 income tax withholding, if any, shall be based on 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.

This poster fulfills all posting requirements for the Illinois Department of Employment Security. EMPLOYERS ARE REQUIRED TO POST THIS NOTICE IN A CONSPICUOUS PLACE AT ALL EMPLOYERS.

Printed by the Authority of the State of Illinois Stock Number 4427-BEN-57 (rev. 8/12)

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.

FLING 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 only at www.dhs.gov/agencies/illinois/unemployment or at the nearest Illinois Department of Employment Security to the worker's home. To be eligible for benefits, an unemployed individual must be able to 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 is unable to 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 web site at www.dhs.gov/agencies/illinois/unemployment.

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 income tax withholding, if any, shall be based on 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.

This poster fulfills all posting requirements for the Illinois Department of Employment Security. EMPLOYERS ARE REQUIRED TO POST THIS NOTICE IN A CONSPICUOUS PLACE AT ALL EMPLOYERS.

Printed by the Authority of the State of Illinois Stock Number 4427-BEN-57 (rev. 8/12)

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.

FLING 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 only at www.dhs.gov/agencies/illinois/unemployment or at the nearest Illinois Department of Employment Security to the worker's home. To be eligible for benefits, an unemployed individual must be able to 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 is unable to 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 web site at www.dhs.gov/agencies/illinois/unemployment.

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 income tax withholding, if any, shall be based on 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.

This poster fulfills all posting requirements for the Illinois Department of Employment Security. EMPLOYERS ARE REQUIRED TO POST THIS NOTICE IN A CONSPICUOUS PLACE AT ALL EMPLOYERS.

Printed by the Authority of the State of Illinois Stock Number 4427-BEN-57 (rev. 8/12)

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.

FLING 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 only at www.dhs.gov/agencies/illinois/unemployment or at the nearest Illinois Department of Employment Security to the worker's home. To be eligible for benefits, an unemployed individual must be able to 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 is unable to 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 web site at www.dhs.gov/agencies/illinois/unemployment.

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 income tax withholding, if any, shall be based on 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.

This poster fulfills all posting requirements for the Illinois Department of Employment Security. EMPLOYERS ARE REQUIRED TO POST THIS NOTICE IN A CONSPICUOUS PLACE AT ALL EMPLOYERS.

Printed by the Authority of the State of Illinois Stock Number 4427-BEN-57 (rev. 8/12)

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.

FLING 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 only at www.dhs.gov/agencies/illinois/unemployment or at the nearest Illinois Department of Employment Security to the worker's home. To be eligible for benefits, an unemployed individual must be able to 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 is unable to 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 web site at www.dhs.gov/agencies/illinois/unemployment.

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 income tax withholding, if any, shall be based on 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.

This poster fulfills all posting requirements for the Illinois Department of Employment Security. EMPLOYERS ARE REQUIRED TO POST THIS NOTICE IN A CONSPICUOUS PLACE AT ALL EMPLOYERS.

Printed by the Authority of the State of Illinois Stock Number 4427-BEN-57 (rev. 8/12)

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.

FLING 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 only at www.dhs.gov/agencies/illinois/unemployment or at the nearest Illinois Department of Employment Security to the worker's home. To be eligible for benefits, an unemployed individual must be able to 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 is unable to 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 web site at www.dhs.gov/agencies/illinois/unemployment.

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 income tax withholding, if any, shall be based on 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.

This poster fulfills