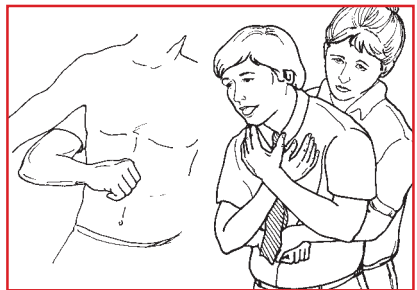




## EMERGENCY CARE FOR CHOKING

State of Illinois  
Illinois Department  
of Public Health**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.

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.



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



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 thrusts 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.

Illinois Department of Public Health  
Emergency Medical Systems and Highway Safety  
422 S. 5th St., Third Floor  
Springfield, IL 62701 • 217-785-2080  
Standards for CPR and ECC are consistent with American Heart Association recommendations.  
IOCI 14-210 

## DISCRIMINATION AND SEXUAL HARASSMENT

ILLINOIS DEPARTMENT OF  
**Human Rights**

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.

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

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

Website: [dhr.illinois.gov](http://dhr.illinois.gov) | Email: [IDHR.Intake@illinois.gov](mailto:IDHR.Intake@illinois.gov)Employers shall make this poster available and display it where employees can readily see it. This notice is available for download at: [www.illinois.gov/dhr](http://www.illinois.gov/dhr)

Printed by the Authority of the State of Illinois version IDHR 9/2022

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

The Illinois Human Rights Act states that you have the **right to be free from unlawful discrimination and sexual harassment**. This means that employers may not treat people differently based on race, age, gender, pregnancy, disability, sexual orientation or any other protected class named in the Act. This applies to all employer actions, including hiring, promotion, discipline and discharge.**REASONABLE ACCOMMODATIONS**  
You also have the right to reasonable accommodations based on pregnancy and disability. This means you can ask for reasonable changes to your job if needed because you are pregnant or disabled.**RETALIATION**  
It is also unlawful for employers to treat people differently because they have reported discrimination, participated in an investigation, or helped others exercise their right to complain about discrimination.

3. Call the Illinois Sexual Harassment and Discrimination Helpline at 1-877-236-7703 to talk to someone about your concerns.

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

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

Website: [dhr.illinois.gov](http://dhr.illinois.gov) | Email: [IDHR.Intake@illinois.gov](mailto:IDHR.Intake@illinois.gov)Employers shall make this poster available and display it where employees can readily see it. This notice is available for download at: [www.illinois.gov/dhr](http://www.illinois.gov/dhr)

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## VESSA - VICTIMS' ECONOMIC SECURITY AND SAFETY ACT

State of Illinois  
Illinois Department of Labor

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

## REQUIRED POSTING FOR EMPLOYERS

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

Number of employees	Leave permitted
1-14 employees	4 weeks
15-49 employees	8 weeks
50 or more employees	12 weeks

Leave may be taken consecutively, intermittently, or on a reduced work schedule basis.

For information on filing a complaint please call: 312-793-6797 or visit [labor.illinois.gov/laws/subs/commed/vessa](http://labor.illinois.gov/laws/subs/commed/vessa)**VESSA** provides employees who are victims of domestic violence, sexual violence, gender violence, or any other crime of violence, and employees who have a family or household member who is a victim of such violence, with unpaid, job-guaranteed leave; reasonable accommodations; and protections from discrimination and retaliation. This time may be used if the employee or the employee's family or household member is:

- experiencing an incident of domestic violence, sexual violence, gender violence, or any other crime of violence
- recovering from the violence;
- seeking or receiving medical help, legal assistance (including participation in legal proceedings), counseling, safety planning or other assistance;
- temporarily or permanently relocating;
- taking other actions to increase the safety of the victim from future domestic, sexual, or gender violence, or any other crime of violence, or to ensure economic security;
- Attending the funeral or alternative to a funeral if death is caused by crime of violence;
- making arrangements necessitated by a death caused by a crime of violence; or
- grieving a death caused by a crime of violence.

**NOTICE AND CERTIFICATION** - Employees must provide the employer with at least 48 hours prior notice, unless providing advance notice is not practicable. If an employee is unable to provide advance notice, an employee must provide notice when an employee is able to do so, within a reasonable period of time after the absence. Certification may be provided by a sworn statement of the employee and upon obtaining such other documentation the employee shall provide one of the following:

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

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

labor.illinois.gov • DOLQuestions@illinois.gov	Illinois Department of LABOR
Lincoln Tower Plaza 524 South 2nd Street, Suite 400 Springfield, Illinois 62701 (217) 782-6206	Michael A Bilandic Building 160 North LaSalle, Suite C-1300 Chicago, Illinois 60661 (312) 793-2800
	Regional Office Building 2309 West Main Street, Suite 115 Marion, Illinois 62959 (618) 993-7090

## PAID LEAVE

## PAID LEAVE FOR ALL WORKERS ACT NOTICE

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

## Paid Leave

- **Workers:** Earn up to 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 or require a worker to find a replacement worker.
- **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.

- **Retaliation is prohibited:** Penalties may apply to employers who retaliate against workers who exercise their rights under this law.

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



For a complete text of the laws, visit our website at:

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

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

[DOL.PaidLeave@illinois.gov](mailto:DOL.PaidLeave@illinois.gov)

312-793-2600

**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 State of Illinois 12/23 IOCI 24-1010

## ILLINOIS MINIMUM WAGE

State of Illinois  
Illinois Department of Labor

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

## Your Rights Under Illinois Employment Laws

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

Minimum Wage & Overtime	Unpaid Wages	Paid Leave
<b>SETS MINIMUM WAGE FOR EMPLOYEES</b>  <b>Effective Jan. 1, 2024</b> <b>\$14.00 PER HOUR</b>  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.  <b>\$8.40 PER HOUR</b>  Applies to tipped employees. If an employer's tips combined with the wages from the employer do not equal the minimum wage, the employer must make up the difference.  <b>\$12.00 PER HOUR</b>  Applies to youths (under 18) working fewer than 650 hours per calendar year.  <b>Overtime</b>  Most hourly employees and some salaried employees are covered by the overtime law and must be compensated at time and one-half their regular pay for hours worked over 40 in a workweek.  <b>Hotline: 1-800-478-3998</b>	<b>WAGE PAYMENT AND COLLECTION ACT</b>  • 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.  <b>Hotline: 1-312-793-2808</b>	<b>REQUIRES PAID LEAVE FOR ANY REASON</b>  • <b>Workers:</b> Earn up to 40 hours of paid leave from work per year. • <b>Use:</b> 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. • <b>Accrual:</b> 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). • <b>Carryover:</b> Workers rollover all unused accrued paid leave at the end of the year. Any unused frontloaded leave does not have to be carried over. • <b>Retaliation is prohibited:</b> Penalties may apply to employers that take adverse action against workers who exercise their rights under this law.  <b>Existing Policy and Exclusions</b>  Certain exceptions may apply for employers who already provide their workers with paid leave. There are also certain categories of workers that are not covered by the law.  <b>Hotline: 312-793-2600</b>
<b>Child Labor</b>  <b>WORKERS UNDER AGE 16</b>  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: <ul style="list-style-type: none"><li>• 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;</li><li>• The work is not deemed a hazardous occupation (a full listing can be found on our website);</li><li>• 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;</li><li>• 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</li><li>• A 30-minute meal period is provided no later than the fifth hour of work.</li></ul> <b>Hotline: 1-800-645-5784</b>	<b>Meal &amp; Rest Periods</b>  <b>ONE DAY REST IN SEVEN ACT</b>  <b>Provides employees with 24 consecutive hours of rest within every seven (7) consecutive day period.</b>  • Employers may obtain permits from the Department allowing employees to voluntarily work seven consecutive days. • Employees working 7 1/2 continuous hours must be allowed a meal period of at least 20 minutes no later than 5 hours after the start of work, and an additional 20 minutes if working a 12-hour shift or longer. • Employees must be afforded reasonable bathroom breaks.  <b>Hotline: 1-312-793-2804</b>	<b>Equal Pay Act</b>  <b>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.</b>  • Employers and employment agencies are banned from asking applicants past wage and their co-workers or colleagues. • Employers may disclose or share their own salaries, benefits, and other compensation with their co-workers or colleagues. • Employers are not allowed to pay less to African American employees versus non-African American employees. • Certain employers at large businesses may request wage/salary history for their job title from IDOL.  <b>Hotline: 1-866-372-4365</b>
<b>Violent Crime Victims' Leave</b>  <b>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.</b>  • Effective 1/1/24, Employees with employers of any size are entitled to 2 additional weeks unpaid leave for reasons relating to a family or household member's death due to a crime of violence to be completed within 60 days after the date employee received notice of the death of the victim.  <b>Hotline: 1-312-793-2800</b>		<b>For more information or to file a complaint, contact the Department at:</b>  524 South 2nd St., Suite 400, Springfield, IL 62701 (217) 782-6206 160 N. LaSalle, St., Suite C-1300, Chicago, IL 60661 (312) 793-2800 2309 W. Main Street, Suite 115 Marion, IL 62959 (618) 993-7090 For a complete text of the laws, visit our website: <a href="http://www.labor.illinois.gov">www.labor.illinois.gov</a>

**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 State of Illinois 12/23 IOCI 24-1008

## Illinois Department of Employment Security

## NOTICE

## to workers about

## Unemployment Insurance Benefits

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

## FILING A CLAIM

The Illinois Unemployment Insurance Act provides for the payment of benefits to eligible unemployed workers and for the collection of employer contributions from liable employers. It is designed to provide living expenses while new employment is sought. Claims should be filed as soon as possible after separation from employment. Claims can be filed online at [www.ides.illinois.gov](http://www.ides.illinois.gov) or at the nearest Illinois Department of Employment Security Office to the worker's home. To be eligible for benefits, an unemployed individual must be available for work, able to work and actively seeking work and, in addition, must not be disqualified under any provisions of the Illinois Unemployment Insurance Act. Each employer shall deliver the pamphlet "What Every Worker Should Know About Unemployment Insurance" to each worker separated from employment for an expected duration of seven or more days. The pamphlet shall be delivered to the worker at the time of separation or, if delivery is impracticable, mailed within five days after the date of the separation to the worker's last known address. Pamphlets shall be supplied by the Illinois Department of Employment Security to each employer without cost. A claimant may also be entitled to receive, in addition to the weekly benefit amount, an allowance for a non-working spouse or a dependent child or children. The allowance is a percentage of the average weekly wage of the claimant in his or her base period. The weekly benefit amount plus any allowance for a dependent make up the total amount payable. If, during a calendar week an employee does not work all 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.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.

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

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

## UNEMPLOYMENT INSURANCE



## If Your Benefit Year Begins: Your Base Period Will Be:

This year between:	Last year between:
Jan. 1 and March 31	Jan. 1 and Sept. 30 and the year before between Oct. 1 and Dec. 31
This year between:	Last year between:
April 1 and June 30	Jan. 1 and Dec. 31
This year between:	Last year between:
July 1 and Sept. 30	April 1 and Dec. 31 and this year between Jan. 1 and March 31
This year between:	Last year between:
Oct. 1 and Dec. 31	July 1 and Dec. 31 and this year between Jan. 1 and June 30

In order to be monetarily eligible, a claimant must be paid a minimum of \$1,600 during the base period with at least \$440 of that amounting paid outside the highest calendar quarter 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.

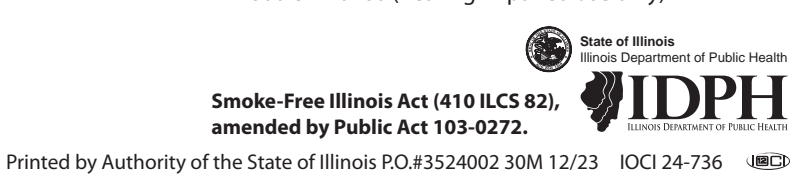
## TAXATION OF BENEFITS

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.

## NO SMOKING NOTICE

**To submit a complaint:**  
[www.smoke-free.illinois.gov](http://www.smoke-free.illinois.gov)  
**866-973-4646**  
TTY 800-547-0466 (hearing impaired use only)**Smoke-Free Illinois Act (410 ILCS 82), amended by Public Act 103-0272.**

Printed by Authority of the State of Illinois P.O.#3524002 30M 12/23 IOCI 24-736

## PREGNANCY RIGHTS IN THE WORKPLACE

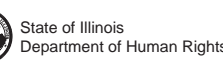


## PREGNANCY and your RIGHTS in the WORKPLACE

Are you pregnant, recovering from childbirth, or do you have a medical or common condition related to pregnancy?

## 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](http://dhr.illinois.gov)Es ilegal que su empleador la despidiera, se niegue a contratarla o a proporcionarle una adaptación razonable a causa de su embarazo. Para obtener información sobre el embarazo y sus derechos en el lugar de trabajo en español, visite [dhr.illinois.gov](http://dhr.illinois.gov)State of Illinois  
Department of Human Rights

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

CHICAGO OFFICE  
555 W. Monroe St., Ste. 700  
Intake Unit  
Chicago, IL 60661  
(312) 814-6200ILLINOIS DEPARTMENT OF  
**Human Rights**Learn more, contact IDHR, or initiate a charge at: <https://dhr.illinois.gov>

Printed by the Authority of the State of Illinois. IDHR ENG, web, 02/23.

## RIGHT TO KNOW

## TOXIC? YOU HAVE THE RIGHT-TO-KNOW!

The Illinois Right-to-Know law requires your employer to provide you with the following:

**MATERIAL SAFETY DATA SHEETS** MSDS describe the characteristics, safe handling, and hazards of toxic substances. MSDS should be readily available in the work area. You, your representative, or your physician may request copies of MSDS for toxic substances in your work area.**LABELING** Toxic substances in your work area should be labeled with the chemical or product name and a hazard warning.

## ABOUT TOXIC SUBSTANCES IN YOUR WORK AREA

**TRAINING** Employees who are exposed to toxic substances should be trained at the start of employment or transfer, and annually thereafter. You should be taught the hazards of exposure to the substances, how to work safely with them, and how to read the MSDS and labels. The law protects your right to obtain the above information. You may not be disciplined or discharged for exercising your rights under this law. If your employer has not complied with Right-to-Know, or if you have a question, you may call: (217) 782-9386 (Downstate) or (312) 793-1964 (Chicago area)State of Illinois Building  
160 N. LaSalle, Ste. C-1300, Chicago, IL 60661  
Tel: (312) 793-7308 Fax: (312) 793-20812309 West Main Street, Marion, IL 62959  
Tel: (618) 993-7090 Fax: (618) 993-7258Department of Labor  
900 South Spring Street, Springfield, IL 62704  
Tel: (217) 782-9386 Fax: (217) 782-0596

## DAY AND TEMPORARY LABOR SERVICE AGENCIES

State of Illinois  
Illinois Department of Labor

## DAY AND TEMPORARY LABOR SERVICES ACT

## TEMPORARY WORKER RIGHTS

## CORRECT WAGES AND PAYMENT NOTICE

You have the right to be paid correctly based on your pay rate and hours worked and in accordance with all applicable wage laws. The Day and Temporary Labor Services Agency must provide you with a detailed statement with the name and contact information for each third-party client where you worked, number of hours worked at each client company's worksite each day, your rate of pay for each hour worked, total pay period earnings, and all deductions.

## SAFETY AND HAZARD TRAINING

On or before your first day working at a client company each year, the Day and Temporary Labor Services Agency must give you general safety training for the client company's worksite. The training will cover all known and existing hazards, including hazards reported to the client company or the Day and Temporary Labor Services Agency by a worker. Training will be provided at no cost to you, and you must be paid for time spent in training.

## RIGHT TO REFUSE ASSIGNMENT DUE TO A LABOR DISPUTE

You have the right to refuse assignment to the client company's worksite or location where there is a strike, lockout, or other labor trouble without being retaliated against by your Day and Temporary Labor Services Agency.

## TRANSPORTATION

If your Day and Temporary Labor Services Agency or client company provides transportation to a worksite or refers you to a particular person, company, or carpool that provides transportation to a worksite, you cannot be charged for that transportation.

## COMPLAINTS

To file a complaint or report a violation with the Department of Labor, visit [labor.illinois.gov](http://labor.illinois.gov) or call toll-free at

**1-877-314-7052**