

## 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.

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

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 makes up the total amount payable.

In order to be monetarily eligible, a claimant must be paid a minimum of \$1,000 during the base period with at least \$440 of that amount being paid outside his 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 employer who receives tips must report those tips to employers on a written statement or on Form UC-51, "Employer's Report of Tips," in duplicate. Employer 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 1-800-829-1400; Illinois Department of Revenue 1-800-732-8866.

### 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. (IWC 8/12)

## 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 unjustified accommodation offered by your employer for your pregnancy.
- Continue working during your pregnancy if a reasonable accommodation is available which would allow you to continue performing your job.

### Your employer cannot:

- Discriminate against you because of your pregnancy.
- Retaliate against you because you requested a reasonable accommodation. It is illegal for your employer to fire you, refuse to hire you or to refuse to provide you with a reasonable accommodation because of your pregnancy. For more information regarding your rights, download the Illinois Department of Human Rights "fact sheet" from our website at [www.illinois.gov/dhr](http://www.illinois.gov/dhr).

Es legal en un empleador, sea o no, que discrimine o se niegue a proporcionar una acomodación razonable a causa de su embarazo. Para obtener información sobre el derecho a una desahoga en el lugar de trabajo en español, visite [www.illinois.gov/dhr](http://www.illinois.gov/dhr).

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  
Inlake Unit  
Chicago, IL 60661  
(312) 814-6200

**SPRINGFIELD OFFICE**  
524 S. 2nd Street,  
3rd Floor  
Inlake Unit  
Springfield, IL 62701  
(217) 785-5100

The charge process may be initiated by completing the form at: <http://www.illinois.gov/dhr> (8/22)

## WORKERS' COMPENSATION

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, heat 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:

- GET MEDICAL ASSISTANCE.** If you are injured or become ill, you may need medical services provided by your employer. If you are injured, you may be hospitalized. If you are injured, you may be hospitalized. If you are injured, you may be hospitalized. If you are injured, you may be hospitalized.
- 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.
- KEEP WITHIN THE TIME LIMITS.** Generally, claims must be filed within three years of the injury or dismemberment from an occupational disease, or within two years of the last worker's compensation payment, whichever is later. Claims for pneumoconiosis, radiological exposure, asbestos, or similar diseases have special requirements. Injured workers have the right to request their claim within 30 months after an award is made if the disability increases, or if cases that are resolved by a lump-sum settlement contract approved by the Commission cannot be reopened. Only settlements approved by the Commission are binding.

For more information, go to the Illinois Workers' Compensation Commission's Web site or call any office: Toll-free: 866/253-3033 Chicago: 312/814-6011 Peoria: 309/671-3019 Springfield: 217/785-7087 Web site: [www.illinois.gov](http://www.illinois.gov) Calhounville: 618/346-3450 Rockford: 815/987-7292 TDD (hearing): 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	Business phone	Effective date	Termination date	Policy number	Employer's FEIN

## Notice to Employers / Employees

This Posting is for Informational Purposes Only

## 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 you can ask for reasonable change in your job if needed because of pregnancy, disability, or other protected characteristics.

### REASONABLE ACCOMMODATIONS

You have the right to reasonable accommodations based on pregnancy and disability. This means you can ask for reasonable change in your job if needed because of pregnancy, disability, or other protected characteristics.

### 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 and report discrimination.

### REPORT DISCRIMINATION

- Contact your employer's human resources or personnel department.
- Contact the Illinois Department of Human Rights (IDHR) in a charge.
- Call the Illinois State Equal Opportunity and Discrimination Helpline at 1-877-236-7703 to talk to someone about your concerns.

Chicago: 312/814-6200  
 Janelle H. Thompson, Caller 312/814-6200  
 100 North LaSalle Street, Suite 150-100 Chicago, IL 60601 (312) 727-7629  
 (866) 740-3953 (TTY) (312) 814-2853 (T)

Springfield: 217/785-7087  
 535 W. Jefferson Street Springfield, IL 62702 (217) 785-7087  
 (866) 740-3953 (TTY) (217) 785-5100 (T)

## Department of Labor State of Illinois

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

### Required Posting for Employers

VESSA provides employees who are victims of domestic violence, sexual violence, or gender violence, or any other crime of violence, or to ensure economic security. This may include the aggravation of a pre-existing condition, injuries brought on by the repetitive use of a part of the body, heat attacks, or any other physical problem caused by work.

Employees may obtain benefits from the Department allowing employees to voluntarily work seven consecutive days.

Employees working 17 1/2 continuous hours will be allowed a meal period of at least 20 minutes to eat. Employees will be allowed a 15-minute rest period to eat and a 10-minute rest period to eat and a 10-minute rest period to eat.

### Duration of Leave - VESSA

Employees who are victims of domestic violence, sexual violence, or gender violence, or any other crime of violence, or to ensure economic security. This may include the aggravation of a pre-existing condition, injuries brought on by the repetitive use of a part of the body, heat attacks, or any other physical problem caused by work.

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## State of Illinois • Department of Labor

## Your Rights Under Illinois Employment Laws

**Wage Increases Schedule**  
Effective Jan. 1, 2023 ..... \$13.00  
Effective Jan. 1, 2024 ..... \$14.00  
Effective Jan. 1, 2025 ..... \$15.00

### Minimum Wage \$13.00 per hour (Effective Jan. 1, 2023) and Overtime

Coverage: Applies to employees 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 increase schedule above).

**Equal Pay Act**  
Hotline: 1-866-372-4395  
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.

**Violent Crime Victims' Leave**  
Hotline: 1-866-372-4395  
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.

**Unpaid Wages**  
Hotline: 1-312-793-2808  
Wage Payment and Collection Act  
Employees must receive their final compensation, including unpaid wages, vacation pay, commissions and bonuses on the next regularly scheduled payday.

**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.

**Meal and Rest Periods**  
Hotline: 1-312-793-2804  
Provides employees with 20 consecutive hours of rest within every seven (7) consecutive day period.

**One Day Rest in Seven Act**  
Provides employees with 20 consecutive hours of rest within every seven (7) consecutive day period.

**Employees may obtain permits from the Department allowing employees to voluntarily work seven consecutive days.**

**Employees working 17 1/2 continuous hours will be allowed a meal period of at least 20 minutes to eat. Employees will be allowed a 15-minute rest period to eat and a 10-minute rest period to eat.**

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