



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

# Your Rights Under Illinois Employment Laws



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

## Minimum Wage & Overtime

SETS MINIMUM WAGE FOR EMPLOYEES

Effective Jan. 1 2024

**\$14.00** PER HOUR

Applies to employers with 4 or more employees. Domestic workers are covered even if the employer only has 1 worker. Certain workers are not covered by the Minimum Wage Law and some workers may be paid less than the minimum wage under limited conditions.

**\$8.40** PER HOUR

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

**\$12.00** PER HOUR

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

### Overtime

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

Hotline: 1-800-478-3998

## Unpaid Wages

WAGE PAYMENT AND COLLECTION ACT

- Employees must receive their final compensation, including earned wages, vacation pay, commissions and bonuses on their next regularly scheduled payday.
- Unauthorized deductions from paychecks are not allowed except as specified by law.
- Employers must reimburse employees for all necessary expenditures or losses incurred by an employee during the scope of employment and related to services performed for the employer. Employee must submit reimbursement request within 30 calendar days unless an employer policy allows for additional time to submit.

Hotline: 1-800-478-3998

## Paid Leave

REQUIRES PAID LEAVE FOR ANY REASON

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

### Existing Policy and Exclusions

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

## Meal & Rest Periods

ONE DAY REST IN SEVEN ACT

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

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

Hotline: 1-800-478-3998

## Equal Pay Act

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

- Employers and employment agencies are banned from asking applicants past wage and compensation histories.
- Employees may disclose or discuss their own salaries, benefits, and other compensation with their co-workers and colleagues.
- Employers are not allowed to pay less to African American employees versus non- African American employees
- Certain employees at large businesses may request wage/salary history for their job title from IDOL.

Hotline: 1-800-478-3998

## 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);
  - Work is limited to 3 hours per day on school days, 8 hours per day on non- school days and no more than 6 days or 48 hours per week;
  - Work is performed only between the hours of 7 a.m. to 7 p.m. during the school year (7 a.m. to 9 p.m. June through September); and
  - A 30-minute meal period is provided no later than the fifth hour of work.

Hotline: 1-800-478-3998

## Violent Crime Victims' Leave

Provides employees who are victims of domestic, gender, or sexual violence, or other crimes of violence, or who have family members who are victims with up to 12 weeks of unpaid leave during a 12-month period.

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

Hotline: 1-800-478-3998



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

524 South 2nd St, Suite 400, Springfield, IL 62701 (217) 782-6206

160 N. LaSalle, St, Suite C-1300, Chicago, IL 60601 (312) 793-2800

2309 W. Main Street, Suite 115 Marion, IL 62959 (618) 993-7090

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

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