

Most IDES offices are located in IETCs (Illinois Employment and Training Centers). Look for either the IDES or IETC sign.

IDES/IETC LOCATIONS

Chicago

2550 W. Addison St.	2444 W. Lawrence Ave.
1657 S. Blue Island Ave.	Wright Junior College
5101 S. Cicero Ave.	3400 N. Austin, Room 352
Daley College	8750 S. Stony Island Ave.
7500 S. Pulaski, Bldg. 100	715 E. 47th St.
4931 W. Diversey Avenue	1515 E. 71st St.
837 W. 119th Street	3500 W. Grand Ave.

Other Illinois Locations

Alton	Elgin	Maywood
Arlington Heights	Enfield	Moline
Aurora (See North Aurora)	Evanston	Mt. Vernon
Belleville	Freeport	Murphysboro
Bloomington	Galesburg	North Aurora
Bolingbrook	Glen Carbon	Olney
Burbank	Grayslake	Ottawa
Cairo	Harrisburg	Pekin
Carlinville	Harvey	Peoria
Centralia	Jacksonville	Pontiac
Chicago Heights	Joliet	Quincy
Cicero	Kankakee	Rockford
Danville	La Salle	Springfield
Decatur	Lincoln	Sterling
DeKalb	Litchfield	Talorville
East St. Louis	Lombard	Urbana
Effingham	Marion	Waukegan
	Mattoon	Woodstock

To identify your nearest office call:

1-888-337-7234

TDD/TTY 1-800-662-3943



WHAT EVERY WORKER SHOULD KNOW

About Unemployment Insurance



Notice to Employers



When a worker is laid off for a period of seven days or more, or is separated from the payroll for any reason, an employer is required to provide him or her with a copy of this publication. If it is not practical to provide copies at the work site, the publication should be mailed to the employee's last known address within five calendar days of separation. Enter the firm name and address in the space below.

Rod R. Blagojevich, Governor
Brenda A. Russell, Director

Unemployment insurance is a state-operated program under which you are entitled to benefit payments while you are unemployed if you meet the legal requirements. Benefits are financed solely by employers' payroll taxes – not by any deductions from your wages. The program is administered by the Illinois Department of Employment Security.

Who Qualifies for Unemployment Insurance

1. To qualify, you must have earned at least \$1,600 during a recent 12-month period known as the *base period* (see chart below). You must have substantial earnings in two of the four quarters. The staff of your local office can explain the rules in more detail.

If you file your claim:	Your base period will be:
This year between Jan. 1 and Mar. 31	Last year between Jan. 1 and Sept. 30 and the prior year between Oct. 1 and Dec. 31
This year between Apr. 1 and June 30	Last year between Jan. 1 and Dec. 31
This year between July 1 and Sept. 30	Last year between Apr. 1 and Dec. 31 and this year between Jan. 1 and Mar. 31
This year between Oct. 1 and Dec. 31	Last year between July 1 and Dec. 31 and this year between Jan. 1 and June 30

2. Your employer must be subject to the state's unemployment insurance law. Among the types of work *not* covered are some agricultural, domestic and railroad work, some special government work, some work done for one's family, and some work done on commission.
3. You must either be entirely out of work or be working less than full-time because no more work is available. Your earnings must fall below a certain threshold determined at the time you file your claim.
4. Your unemployment must be involuntary. You may be disqualified if you: quit your job voluntarily without good cause attributable to your employer; were discharged for misconduct in connection with your work; were discharged for a felony or theft in connection with your work; or are out of work because of a labor dispute.
5. You must be able and available to work. Benefits are not paid for any period in which you are vacationing, attending school (you may be eligible if you are

attending a training course approved by the IDES Director) or engaging in any other activity which makes you unavailable for work. Benefits are not paid for any day or days on which you are unable to work because of illness, disability, family responsibilities, lack of transportation, etc.

6. You must be actively seeking work, and willing to accept any suitable job offered. You must keep a log of your job search activities in every week for which you claim benefits. If your eligibility is challenged, you may be required to produce that document.

When and Where to File

File your claim for unemployment insurance benefits at a local IDES office on the first working day after you become unemployed. You must also register for job placement service (See the back cover for local office locations).

Bring this notice and your Social Security Card

If you doubt your eligibility for benefits, ask your local office for further information. Receipt of this pamphlet does not necessarily mean you are eligible.

What to Bring

- this pamphlet
- verification of your Social Security number
- names and addresses of past employers and the number of days worked for each
- records showing wages earned, including dismissal wages and vacation pay
- records of any pension payments you are receiving, including Social Security
- any odd-job or part-time earnings while you are unemployed
- your spouse's employment status and Social Security number
- names and birth dates of your children including stepchildren, adopted children under 18, disabled children regardless of age, and any child of whom you have court-ordered custody (bring a copy of court order)

If, within the past two years, you have worked (1) in a state other than Illinois, (2) for a railroad or (3) for the federal government, or (4) if you have served in the armed forces, tell the claimstaker.

Note: The law provides jail sentences and fines if you attempt to obtain benefits fraudulently by withholding pertinent information or by making false statements with your claim.

IDES is an equal opportunity employer and complies with all state and federal nondiscrimination laws in the administration of its programs. Auxiliary aids and services are available upon request to individuals with disabilities. Contact the Office Manager of the IDES office nearest you or the IDES Equal Opportunity Officer at (312) 793-9290 or TDD (312) 793-9350.