



# 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.

### EQUAL PAY

A worker that is assigned to work at a client company and performs work at the same client company for more than 720 hours within a 12-month period, has a right to be paid not less than the straight time hourly rate of pay or hourly equivalent of a directly hired employee who is entitled to overtime, provided that the worker performs the same or substantially similar work. If there is not a directly hired employee performing the same or substantially similar work, a worker has a right to be paid not less than the straight time hourly rate of pay or hourly equivalent of the lowest paid directly hired employee who is entitled to overtime.

## DAY AND TEMPORARY LABOR AGENCIES' RESPONSIBILITIES

### REQUIRED NOTICE

Each Day and Temporary Labor Services Agency shall post this notice in an area easily accessible to all workers at each work location or branch office.

### WAGE PAYMENT AND NOTICE TO THE WORKER

A Day and Temporary Labor Services Agency shall provide, on a paycheck stub, a detailed statement with the following:

- contact information about each client company where the laborer worked
- number of hours worked at each client company's worksite each day
- rate of pay for each hour worked
- total pay period earnings
- all deductions

The Day and Temporary Labor Services Agency shall also provide each worker an annual earnings summary within a reasonable time after the preceding calendar year.

Temporary workers have the right to request that their Day and Temporary Labor Services Agency issue weekly, bi-weekly, or semi-monthly checks.

### TRANSPORTATION

Day and Temporary Labor Services Agencies are responsible for the conduct of drivers providing transportation for workers unless an exception applies in the Act.

### REGISTRATION

Day and Temporary Labor Services Agencies must register with the Illinois Department of Labor. Registration information is available online at **labor.illinois.gov/idtlsa**

### PLACEMENT FEES

Conversion or Placement fees cannot be charged by an agency after a laborer has performed work for 60 days at a third-party client.

## 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**

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524 South 2nd Street,  
Suite 400  
Springfield, Illinois 62701  
(217) 782-6206  
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