

This sample form is for guidance only related to the content required. Formatting and other visual characteristics of the form are the employer's responsibility. Each agency should review the Day and Temporary Labor Services Act (820 ILCS 175/1-99) and the Department's administrative rules (56 Ill. Adm. Code 260) for compliance and purposes. Employers may be subject to additional federal and state regulations related to employment notices.

Employers must provide a copy of this notice to the day or temporary laborer in the primary language of the day or temporary laborer.

Day and Temporary Labor Services Act Sample Employment Notice			
Day and Temporary Labor Service Agency: Donnie's Staffing 123 First Avenue Chicago, IL 60601			
Name of Day or Temporary Laborer		Last Name:	First Name:
Dates of Work Assignment		From:	To:
Name and nature of the work to be performed			
Equipment, protective clothing, and safety and hazard training that are required for the task			
Safety hazards or concerns at client company			
Safety hazards and concerns may be reported to the Illinois Department of Labor (IDOL) by calling the Department's Day and Temporary Labor Services Act toll-free hotline at 1-877-314-7052 or emailing DOL.DayLabor@illinois.gov.			
Destination Company: Address Line 1: Address Line 2: City: State: Zip Code: Client Code on paystub/notice:		Client Company Safety Contact Name: Phone Number: Email:	
Is there a strike, lockout, or other labor dispute at the worksite?	*Yes	No	*If "Yes," there is a strike, lockout, or other labor dispute at the worksite, you have the right to refuse this assignment without being denied future assignments.
Terms of Transportation			
Wages Offered			
Meal Provided?	Yes	No	Cost:
Equipment Provided?	Yes	No	Cost:

Administrative Code Section 260.400 Employment Notice

(a) A day and temporary labor service agency shall provide at the time of dispatch, to each day and temporary laborer who is sent to work as a day and temporary laborer, a statement that contains the following information:

- (1) The name of the day or temporary laborer;
- (2) The name and nature of work to be performed and the types of equipment, protective clothing and the training that are required for the task (including hazard training, see **Section 85** below);
- (3) The wages offered;
- (4) The name and address of the destination of each day or temporary laborer;
- (5) Terms of transportation;
- (6) Whether a meal or equipment, or both provided either by the day and temporary labor service agency or third party client, and the cost of the meal or equipment, if any;
- (7) if using codes on the day or temporary laborer's paycheck stub to identify third party clients, the code or codes that correlate to where the day or temporary laborer is being sent to work
- (8) information regarding safety hazards and concerns at the third party client company, identifying the representative of the client company to whom laborers should report safety concerns at the workplace to, and a statement that safety hazards and concerns may be reported to the Department by calling the Department's Day and Temporary Labor Services Act toll-free hotline at 1-877-314-7052 or emailing DOL.DayLabor@illinois.gov;
- (9) if a strike, lockout, or other labor dispute exists, then a written statement in the primary language of the day and temporary laborer notifying them of a strike, lockout, or other labor dispute and the laborer's right to refuse the assignment.

If a day or temporary laborer is assigned to the same assignment for more than one day, the day and temporary labor service agency is required to provide the employment notice only on the first day of the assignment and on any day that any of the terms listed on the employment notice are changed.

Section 85: Third-Party Clients:

(c) Before the assignment of an employee to a worksite employer, a day and temporary labor service agency must:

- (2) Provide training to the day or temporary laborer for general awareness safety training for recognized industry hazards the day or temporary laborer may encounter at the client company's worksite. Industry hazard training must be completed, in the preferred language of the day or temporary laborer, and must be provided at no expense to the day or temporary laborer. The training date and training content must be maintained by the day and temporary staffing agency and provided to the day or temporary laborer.