



# CHICAGO OFFICE OF LABOR STANDARDS

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## FAIR WORKWEEK NOTICE

**REQUIRES PREDICTABLE SCHEDULES AND PAYMENT FOR SCHEDULE CHANGES  
(MCC 6-110)**

**Employers must provide Workers a written estimate of days and hours of work** prior to or upon employment

**Employers must post Work Schedules** with at least 14 days' notice

When Employers make changes to the Work Schedule <b>less than 14 days before the Work Schedule starts</b>	
Subtracts hours	Workers must receive one hour of additional pay for every impacted shift
Adds hours	
Changes shifts with no loss of hours	

When Employers make changes to a shift <b>less than 24 hours before the shift starts</b>	
Subtracts hours	Workers must receive 50% of their pay for the lost hours
Adds hours	Workers must receive one hour of additional pay for every impacted shift
Changes shifts with no loss of hours	

**Workers may decline hours** that occur less than 10 hours after the end of the previous day's shift

**Workers must be paid 1.25 times regular pay** for any shift that begins less than 10 hours after the end of the previous day's shift

## WHO IS COVERED BY THE FAIR WORKWEEK ORDINANCE?

**Employees** who work a majority of time in Chicago, in a covered industry and earn \$61,149.35 per year (salary) or \$31.85 per hour (hourly) or less. This includes temp workers on assignment for 420 hours within an 18-month period.

**Employers** primarily engaged in a covered industry (building services, healthcare, hotel, manufacturing, restaurant, retail, or warehouse services) that employ 100 or more employees (250 for not for profits), at least 50 of whom are covered by the Ordinance. Franchisees with more than 3 locations might be Employers.



## FILE A COMPLAINT

**Call 311, use the CHI 311 app, or file a Complaint Form at**  
[Chicago.gov/LaborStandards](https://www.chicago.gov/LaborStandards)

This Notice must be displayed in a conspicuous place at the place of employment and provided with each covered employee's first paycheck. Retaliation is prohibited. Notice effective on July 1, 2024. Last updated May 31, 2024.



Office of Labor Standards  
2350 West Ogden Avenue, 2<sup>nd</sup> Floor  
Chicago, Illinois 60608  
[Chicago.gov/LaborStandards](https://www.chicago.gov/LaborStandards)

**Contact:**  
[bacplaborstandards@cityofchicago.org](mailto:bacplaborstandards@cityofchicago.org)  
(312) 744 - 2211

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