**Request for time off work**

**due to domestic violence**

Instructions

You made your letter. Here’s what to do next.

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|  | 1. Print the letter. \*If you are sending the letter by email, you do not need to print. |
|  | 1. Sign the letter. \*If you already added your signature, you can skip this step. |
|  | 1. Keep a copy of the letter for your records. |
|  | 1. Deliver the letter to {{ employer.name.full(middle=’full’).rstrip('.') }}. You do not need to send these instructions. |

If {{ employer.name.full(middle=’full’)}} does not grant you time off, you can file a complaint with the Illinois Department of Labor: <https://www2.illinois.gov/idol/Pages/default.aspx>

You may want to talk to a lawyer. Find low cost lawyers near you at: <https://www.illinoislegalaid.org/get-legal-help>

**Do not send these instructions to {{employer.name.full(middle=’full’).rstrip('.')}}.**