

# EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

## THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

**LEAVE BENEFITS**  
Eight employees who work a covered employer can take up to 12 weeks of unpaid, job-protected leave in an 12-month period for the following reasons:

- To care for a child or parent of a child for 1 year or the child's birth or health condition.
- To care for the employer's spouse, child, or parent who has a qualifying serious health condition.
- For the employer's own qualifying serious health condition that makes the employee unable to perform his or her job.
- For a qualifying exigency related to the foreign deployment of a military member or the employer's spouse, child, or parent.

An eligible employee who is a covered employer's spouse, child, parent or next of kin may also take up to 12 weeks of FMLA leave in a 12-month period to care for the next of kin who has a serious health condition.

An employee does not need to be under 1800 FMLA. When it is necessary, employees or otherwise permitted, employees may take leave intermittently or in a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave for FMLA leave. If an employee exhausts accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

**BENEFITS & NOTICE**  
While employees are on FMLA leave, employers must continue health insurance coverage if the employees were not on leave. Upon return from FMLA leave, most employees must be restored to the same or to one equally beneficial work arrangement, pay benefits, and other employment terms and conditions.

Employers must not interfere with an individual's FMLA rights or retaliate against anyone for using FMLA leave. FMLA leave, including any practice made available by the FMLA, is fully protected in any proceeding under or related to the FMLA.

**ELIGIBILITY REQUIREMENTS**  
An employee who works for a covered employer must meet three criteria to be eligible for FMLA leave. The employer must:

- Have worked for the employer for at least 12 months.
- Have at least 1,250 hours of service in the 12 months before the employee's leave.

For additional information or to file a complaint:  
**1-866-4-USWAGE**  
(1-866-487-9243) TTY: 1-877-889-5627  
[www.dol.gov/whd](http://www.dol.gov/whd)  
U.S. Department of Labor | Wage and Hour Division

## Department of Employment Services LABOR STANDARDS BUREAU

### OFFICE OF WORKERS' COMPENSATION

4058 MINNESOTA AVENUE, N.E., WASHINGTON, DC 20019 • (202) 674-9000 • (202) 674-9229 (Fax)

WARNING: It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and/or a fine. An insurer may deny insurance benefits if false information materialy related to a claim was provided by the applicant.

#### NOTICE OF COMPLIANCE

**TO EMPLOYERS:**

- You are required to report promptly to your employer and the Office of Workers' Compensation an occupational injury or disease even if you do not intend to file a claim with the Office of Workers' Compensation. Failure to report may result in a denial of benefits.
- You are required to report to the Bureau of Workers' Compensation any injury or disease that results in a lost workday or a lost day of pay.
- You are required to report to the Bureau of Workers' Compensation any injury or disease that results in a lost workday or a lost day of pay.
- You are required to report to the Bureau of Workers' Compensation any injury or disease that results in a lost workday or a lost day of pay.

**TO EMPLOYEES:**

- You are required to report promptly to your employer and the Office of Workers' Compensation an occupational injury or disease even if you do not intend to file a claim with the Office of Workers' Compensation. Failure to report may result in a denial of benefits.
- You are required to report to the Bureau of Workers' Compensation any injury or disease that results in a lost workday or a lost day of pay.
- You are required to report to the Bureau of Workers' Compensation any injury or disease that results in a lost workday or a lost day of pay.
- You are required to report to the Bureau of Workers' Compensation any injury or disease that results in a lost workday or a lost day of pay.

# EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

## FEDERAL MINIMUM WAGE

### \$7.25 PER HOUR

BEGINNING JULY 24, 2009

The law requires employers to display this poster where employees can readily see it.

**OVERTIME PAY**  
At least 1 1/2 times the regular rate of pay for all hours worked over 40 in a workweek.

**CHILD LABOR**  
An employer may not be less than 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs that are hazardous to their health. Youth under 18 years old may work outside school hours in various non-manufacturing, non-retail, non-hazardous jobs with certain work hours restrictions. Other laws apply to agricultural employment.

**TIP CREDIT**  
Employers of tipped employees who must certain conditions may claim a partial wage credit based on the received tips. Employees may not report employees a cash wage of at least \$2.13 per hour and the employer may not credit against their minimum wage obligation. If an employee's tip credit is less than \$2.13 per hour, the employer must pay the difference.

**NURSING MOTHERS**  
The FLSA requires employers to provide reasonable break time for a nursing mother employee who is breastfeeding her child. The employer must provide a reasonable break time for the nursing mother for one year after the child's birth each time such employee has a need to express breast milk. The employer must provide a reasonable break time for the nursing mother for one year after the child's birth each time such employee has a need to express breast milk. The employer must provide a reasonable break time for the nursing mother for one year after the child's birth each time such employee has a need to express breast milk.

**ENFORCEMENT**  
The Department has authority to recover back wages and an equal amount of liquidated damages in instances of minimum wage, overtime, and other violations. The employer may litigate and/or defend itself against the employer's claim. Employees may sue for back wages and liquidated damages. The Department may sue for back wages and liquidated damages. The Department may sue for back wages and liquidated damages.

# EMPLOYEE RIGHTS EMPLOYEE POLYGRAPH PROTECTION ACT

The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for pre-employment screening or during the course of employment.

**PROHIBITIONS**  
Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from disclosing, disclosing, or discriminating against an employee or prospective employee for refusing to take a test or for exercising other rights under the Act.

**EXEMPTIONS**  
Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related activities.

The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective employees of security service firms (armed car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers.

The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer.

The law does not preempt any provision of any State or local law or any collective bargaining agreement which is more restrictive with respect to lie detector tests.

**EXAMINEE RIGHTS**  
Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examinees have a number of specific rights, including the right to a written notice before testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons.

**ENFORCEMENT**  
The Secretary of Labor may bring court actions to restrain violations and assess civil penalties against violators. Employees or job applicants may also bring their own court actions.

**THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYERS AND JOB APPLICANTS CAN READILY SEE IT.**

## OHR WORKPLACE POSTERS: The Right to Breastfeed

Under the District of Columbia Human Rights Act of 1977, as amended, a woman has a right to breastfeed her child in any location, public or private, where she has the right to be with her child, without respect to whether the mother's breast or any part of it is uncovered during or incidental to the breastfeeding of her child.

- An employer must provide reasonable daily unpaid break-time, as required by an employee to breastfeed her child for her child to maintain milk supply and comfort.
- The break-time for expression of milk, if possible, may run concurrently with any break-time, paid or unpaid, already provided to the employee.
- An employer is not required to provide break-time if it would create an undue hardship on the operations of the employer.
- An employer shall make reasonable efforts to provide a sanitary room or other location in close proximity to the work area, other than a bathroom or toilet stall, where an employee can express her breast milk in privacy and security.
- The employer must create a policy for breastfeeding mothers and must post and maintain a poster in a conspicuous place that sets forth these requirements.
- The employer must file within one (1) year of the occurrence or discovery of the violation of the Act. An employee of the District of Columbia government must file within 180 days of the occurrence or discovery of the violation.
- If the employee files as if she is being discriminated against under the Act, she may contact:

THE DISTRICT OF COLUMBIA OFFICE OF HUMAN RIGHTS  
441 4th Street, NW • Suite 570 North • Washington, DC 20001  
(202) 727-4559 or ohrdc.gov

## GOVERNMENT OF THE DISTRICT OF COLUMBIA DEPARTMENT OF EMPLOYMENT SERVICES

### NOTICE TO EMPLOYEES

New Benefit Available Beginning in July 2020  
Information on Paid Family Leave in the District of Columbia

**Covered Workers**  
In order to receive benefits under the Paid Family Leave program, you must have worked for an employer in DC before you experienced a covered event. Your employer should have reported your wages to the Department of Employment Services and paid taxes based on the wages they paid to you. To find out if you are a covered worker, you can ask your employer or contact the Office of Paid Family Leave using the information below. Your employer is required to tell you if you are covered by the Paid Family Leave program. You should receive information about Paid Family Leave from your employer at these three (3) times:

- At the time you were hired (if you were hired after January 2020);
- At least once a year starting in 2020; and
- If (in 2020 or later) you ever asked your employer for leave that would qualify for benefits under the Paid Family Leave program.

**Covered Events**  
There are three (3) kinds of events for which you may be eligible for Paid Family Leave benefits. Each kind of leave has its own eligibility rules and its own limit on the length of time you can receive benefits in a year. No matter how many different types of leave you may take in a year, you may receive no more than 8 weeks of Paid Family Leave benefits in a year. The three types of leave for which you may receive benefits are:

- Parental leave - receive benefits to bond with a new child up to 8 weeks in a year;
- Family leave - receive benefits to care for a family member up to 16 weeks in a year; and
- Medical leave - receive benefits for your own serious health condition for up to 2 weeks in a year.

**Applying for Benefits**  
If you have experienced an event that may qualify for parental, family, or medical leave benefits, you can learn more about applying for benefits with the Office of Paid Family Leave at [dcpaidfamilyleave.dc.gov](http://dcpaidfamilyleave.dc.gov).

**Benefit Amounts**  
Paid Family Leave benefits are based on the wages your employer paid to you and reported to the Department of Employment Services. If you believe your wages were reported incorrectly, you have the right to provide proof of your correct wages. Effective July 1, 2020 through October 1, 2021, the maximum weekly benefit amount is \$1,000.

## Protecting Pregnant Workers Fairness Act

Know Your Rights in the District of Columbia

**Accommodations for Pregnancy, Childbirth and Breastfeeding**  
The Protecting Pregnant Workers Fairness Act (PPWF) requires District of Columbia employers to provide reasonable workplace accommodations for employees whose ability to perform job duties is limited because of pregnancy, childbirth, breastfeeding, or a related medical condition.

The employer must engage in good faith and in a timely and interactive process to determine the accommodations.

**Types of Accommodations**  
Employers must make all reasonable accommodations, including but not limited to:

- More frequent or longer breaks;
- Time off to recover from childbirth;
- Temporarily transferring the employee to a less strenuous or hazardous position;
- Purchasing or modifying work equipment, such as chairs;
- Temporarily restructuring the employee's position to provide light-duty or a modified work schedule;
- Having the employee refrain from heavy lifting;
- Temporarily restructuring the employee's work area;
- Providing private (from bathroom) space for expressing breast milk.

**Prohibited Actions by Employers**  
Employers may not:

- Retaliate against an employee unless it would cause significant hardship or expense to the business;
- Take adverse action against an employee for requesting an accommodation;
- Deny employment opportunities to the employee because of the request or need for an accommodation;
- Require an employee to take leave if a reasonable accommodation can be provided;
- Require employees to accept an accommodation unless it is necessary for the employee to perform her job duties.

**Certification from Health Care Provider**  
The employer may require an employee to provide certification from a health care provider indicating a reasonable accommodation is advisable. The certification must include: (1) the date the accommodation became or will become medically advisable; (2) an explanation of the medical condition and need for a reasonable accommodation; and (3) the probable length of time the accommodation should be provided.

## Ley de Protección de la Equidad para las Trabajadoras Embarazadas

Conozca sus derechos en el Distrito de Columbia

**Adaptaciones para el embarazo, el parto y la lactancia**  
La Ley de Protección de la Equidad para las Trabajadoras Embarazadas (PPWF, por sus siglas en inglés) exige que los empleadores del Distrito de Columbia proporcionen adaptaciones razonables en el trabajo para las empleadas cuya capacidad de desempeñar sus labores en el trabajo se vea limitada por motivo de un embarazo, el parto, o la lactancia o una afección relacionada.

El empleador debe participar de buena fe en un proceso oportuno e interactivo para determinar dichas adaptaciones.

**Tipos de adaptaciones**  
Los empleadores deben realizar toda adaptación razonable, incluyendo, pero no limitado a:

- descansos más frecuentes o más prolongados;
- permiso para ausentarse y recuperación del parto;
- transferir temporalmente a la empleada a un puesto menos exigente o peligroso;
- adquirir o modificar equipo de trabajo, tal como las sillas;
- reestructurar temporalmente el puesto de la empleada para asignarle labores ligeros o un horario de trabajo modificado;
- hacer que la empleada se abstenga de levantar cosas pesadas;
- reubicar el área de trabajo de la empleada;
- desear un espacio privado que sea el baño) para sacarse la leche materna.

**Actos que pueden prohibir realizar los empleadores**  
Los empleadores no pueden:

- denegar una adaptación, a menos que exista una justificación significativa para el negocio;
- tomar medidas en contra de una empleada por solicitar una adaptación;
- denegar oportunidades laborales a la empleada por solicitar o necesitar una adaptación;
- exigir a una empleada que se ausente o permisos o no poder proporcionar una adaptación razonable;
- exigir a las empleadas aceptar una adaptación, a menos que sea necesaria para que cumplan con sus deberes en el trabajo.

## Abel™

Office of Paid Family Leave | 4058 Minnesota Avenue NE | Washington DC 20019

Ref.: DCMR 918.2

## GOVERNMENT OF THE DISTRICT OF COLUMBIA DEPARTMENT OF EMPLOYMENT SERVICES

### NOTICE TO EMPLOYEES

New Benefit Available Beginning in July 2020  
Information on Paid Family Leave in the District of Columbia

**Covered Workers**  
In order to receive benefits under the Paid Family Leave program, you must have worked for an employer in DC before you experienced a covered event. Your employer should have reported your wages to the Department of Employment Services and paid taxes based on the wages they paid to you. To find out if you are a covered worker, you can ask your employer or contact the Office of Paid Family Leave using the information below. Your employer is required to tell you if you are covered by the Paid Family Leave program. You should receive information about Paid Family Leave from your employer at these three (3) times:

- At the time you were hired (if you were hired after January 2020);
- At least once a year starting in 2020; and
- If (in 2020 or later) you ever asked your employer for leave that would qualify for benefits under the Paid Family Leave program.

**Covered Events**  
There are three (3) kinds of events for which you may be eligible for Paid Family Leave benefits. Each kind of leave has its own eligibility rules and its own limit on the length of time you can receive benefits in a year. No matter how many different types of leave you may take in a year, you may receive no more than 8 weeks of Paid Family Leave benefits in a year. The three types of leave for which you may receive benefits are:

- Parental leave - receive benefits to bond with a new child up to 8 weeks in a year;
- Family leave - receive benefits to care for a family member up to 16 weeks in a year; and
- Medical leave - receive benefits for your own serious health condition for up to 2 weeks in a year.

**Applying for Benefits**  
If you have experienced an event that may qualify for parental, family, or medical leave benefits, you can learn more about applying for benefits with the Office of Paid Family Leave at [dcpaidfamilyleave.dc.gov](http://dcpaidfamilyleave.dc.gov).

**Benefit Amounts**  
Paid Family Leave benefits are based on the wages your employer paid to you and reported to the Department of Employment Services. If you believe your wages were reported incorrectly, you have the right to provide proof of your correct wages. Effective July 1, 2020 through October 1, 2021, the maximum weekly benefit amount is \$1,000.

## Protecting Pregnant Workers Fairness Act

Know Your Rights in the District of Columbia

**Accommodations for Pregnancy, Childbirth and Breastfeeding**  
The Protecting Pregnant Workers Fairness Act (PPWF) requires District of Columbia employers to provide reasonable workplace accommodations for employees whose ability to perform job duties is limited because of pregnancy, childbirth, breastfeeding, or a related medical condition.

The employer must engage in good faith and in a timely and interactive process to determine the accommodations.

**Types of Accommodations**  
Employers must make all reasonable accommodations, including but not limited to:

- More frequent or longer breaks;
- Time off to recover from childbirth;
- Temporarily transferring the employee to a less strenuous or hazardous position;
- Purchasing or modifying work equipment, such as chairs;
- Temporarily restructuring the employee's position to provide light-duty or a modified work schedule;
- Having the employee refrain from heavy lifting;
- Temporarily restructuring the employee's work area;
- Providing private (from bathroom) space for expressing breast milk.

**Prohibited Actions by Employers**  
Employers may not:

- Retaliate against an employee unless it would cause significant hardship or expense to the business;
- Take adverse action against an employee for requesting an accommodation;
- Deny employment opportunities to the employee because of the request or need for an accommodation;
- Require an employee to take leave if a reasonable accommodation can be provided;
- Require employees to accept an accommodation unless it is necessary for the employee to perform her job duties.

**Certification from Health Care Provider**  
The employer may require an employee to provide certification from a health care provider indicating a reasonable accommodation is advisable. The certification must include: (1) the date the accommodation became or will become medically advisable; (2) an explanation of the medical condition and need for a reasonable accommodation; and (3) the probable length of time the accommodation should be provided.

## Ley de Protección de la Equidad para las Trabajadoras Embarazadas

Conozca sus derechos en el Distrito de Columbia

**Adaptaciones para el embarazo, el parto y la lactancia**  
La Ley de Protección de la Equidad para las Trabajadoras Embarazadas (PPWF, por sus siglas en inglés) exige que los empleadores del Distrito de Columbia proporcionen adaptaciones razonables en el trabajo para las empleadas cuya capacidad de desempeñar sus labores en el trabajo se vea limitada por motivo de un embarazo, el parto, o la lactancia o una afección relacionada.

El empleador debe participar de buena fe en un proceso oportuno e interactivo para determinar dichas adaptaciones.

**Tipos de adaptaciones**  
Los empleadores deben realizar toda adaptación razonable, incluyendo, pero no limitado a:

- descansos más frecuentes o más prolongados;
- permiso para ausentarse y recuperación del parto;
- transferir temporalmente a la empleada a un puesto menos exigente o peligroso;
- adquirir o modificar equipo de trabajo, tal como las sillas;
- reestructurar temporalmente el puesto de la empleada para asignarle labores ligeros o un horario de trabajo modificado;
- hacer que la empleada se abstenga de levantar cosas pesadas;
- reubicar el área de trabajo de la empleada;
- desear un espacio privado que sea el baño) para sacarse la leche materna.

**Actos que pueden prohibir realizar los empleadores**  
Los empleadores no pueden:

- denegar una adaptación, a menos que exista una justificación significativa para el negocio;
- tomar medidas en contra de una empleada por solicitar una adaptación;
- denegar oportunidades laborales a la empleada por solicitar o necesitar una adaptación;
- exigir a una empleada que se ausente o permisos o no poder proporcionar una adaptación razonable;
- exigir a las empleadas aceptar una adaptación, a menos que sea necesaria para que cumplan con sus deberes en el trabajo.

## Abel™

Office of Paid Family Leave | 4058 Minnesota Avenue NE | Washington DC 20019

Ref.: DCMR 918.2

## GOVERNMENT OF THE DISTRICT OF COLUMBIA DEPARTMENT OF EMPLOYMENT SERVICES

### NOTICE TO EMPLOYEES

New Benefit Available Beginning in July 2020  
Information on Paid Family Leave in the District of Columbia

**Covered Workers**  
In order to receive benefits under the Paid Family Leave program, you must have worked for an employer in DC before you experienced a covered event. Your employer should have reported your wages to the Department of Employment Services and paid taxes based on the wages they paid to you. To find out if you are a covered worker, you can ask your employer or contact the Office of Paid Family Leave using the information below. Your employer is required to tell you if you are covered by the Paid Family Leave program. You should receive information about Paid Family Leave from your employer at these three (3) times:

- At the time you were hired (if you were hired after January 2020);
- At least once a year starting in 2020; and
- If (in 2020 or later) you ever asked your employer for leave that would qualify for benefits under the Paid Family Leave program.

**Covered Events**  
There are three (3) kinds of events for which you may be eligible for Paid Family Leave benefits. Each kind of leave has its own eligibility rules and its own limit on the length of time you can receive benefits in a year. No matter how many different types of leave you may take in a year, you may receive no more than 8 weeks of Paid Family Leave benefits in a year. The three types of leave for which you may receive benefits are:

- Parental leave - receive benefits to bond with a new child up to 8 weeks in a year;
- Family leave - receive benefits to care for a family member up to 16 weeks in a year; and
- Medical leave - receive benefits for your own serious health condition for up to 2 weeks in a year.

**Applying for Benefits**  
If you have experienced an event that may qualify for parental, family, or medical leave benefits, you can learn more about applying for benefits with the Office of Paid Family Leave at [dcpaidfamilyleave.dc.gov](http://dcpaidfamilyleave.dc.gov).

**Benefit Amounts**  
Paid Family Leave benefits are based on the wages your employer paid to you and reported to the Department of Employment Services. If you believe your wages were reported incorrectly, you have the right to provide proof of your correct wages. Effective July 1, 2020 through October 1, 2021, the maximum weekly benefit amount is \$1,000.

## OSHA - Occupational Safety and Health

IT'S THE LAW!

**All workers have the right to:**

- A safe workplace.
- Raise a safety or health concern with your employer or OSHA, or report a work-related injury or illness, without being retaliated against.
- Receive information and training on job hazards, including all hazardous substances in your workplace.
- Request a confidential OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. You have the right to have a representative contact OSHA on your behalf.
- Participate (or have your representative participate) in an OSHA inspection and speak in private to the inspector.
- File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your rights.
- See any OSHA citations issued to your employer.
- Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

**Employers must:**

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
- Comply with all applicable OSHA standards.
- Notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related inpatient hospitalization, amputation, or loss of an eye.
- Provide required training to all workers in a language and vocabulary they can understand.
- Prominently display this poster in the workplace.
- Post OSHA citations at or near the place of the alleged violations.

On-Site Consultation services are available to small and medium-sized employers, without citation or penalty, through OSHA-supported consultation programs in every state.

**1-800-321-OSHA (6742) • TTY 1-877-889-5627 • www.osha.gov**

## NOTICE TO EMPLOYEES

Information on Unemployment Compensation in the District of Columbia

Your employer is subject to the District of Columbia Unemployment Compensation Act which establishes a system of protecting insured workers from complete job loss when they become unemployed through no fault of their own and are seeking new jobs. To help finance the unemployment insurance system, a tax is levied against employers - not workers. No deductions are made from your pay for this purpose. This program is administered by the District of Columbia's Department of Employment Services.

If you should become unemployed or your hours are reduced, you may be entitled to receive unemployment compensation benefits. To apply for benefits, please call and make an appointment to visit one of the American Job Centers listed below.

**American Job Center - Headquarters**  
4058 Minnesota Avenue, N.E.  
Washington, DC 20019  
(202) 724-2337

**American Job Center - Northwest**  
Frank D. Reeves Municipal Center  
2000 14th Street, N.W., 3rd Floor  
Washington, DC 20009  
(202) 442-5577

**American Job Center - Northeast**  
CCDC - Berle Bakus Campus  
5171 South Dakota Avenue, N.E., 2nd Floor  
Washington, DC 20017  
(202) 576-3092

**American Job Center - Southeast**  
3720 Martin Luther King, Jr. Avenue, S.E.  
Washington, DC 20032  
(202) 741-7747

**American Job Centers Hours of Operation:**  
Monday - Thursday 8:30 a.m. - 4:30 p.m.  
Friday 9:30 a.m. - 4:30 p.m.

You may also apply for benefits through the Internet at [www.dcnetworks.org](http://www.dcnetworks.org).

**IMPORTANT: Employers must display this Notice to Employees prominently on the work premises. Additional copies may be furnished upon request by calling (202) 698-7500.**

Rev. 02/2015  
Ref.: DCMR 930.2

## Abel™

Office of Paid Family Leave | 4058 Minnesota Avenue NE | Washington DC 20019

Ref.: DCMR 918.2

## Equal Employment Opportunity

Know Your Rights in the District of Columbia

**DC Human Rights Act**  
In accordance with the District of Columbia Human Rights Act of 1977, as amended, the District of Columbia and employers cannot discriminate on the basis of actual or perceived:

- Race
- Color
- Sex (including pregnancy)
- National Origin
- Religion
- Age
- Marital Status
- Personal Appearance
- Sexual Orientation
- Gender Identity or Expression
- Family Responsibilities
- Military Affiliation
- Political Affiliation
- Genetic Information
- Disability

Sexual harassment and harassment based on other protected categories is prohibited by the Act.

If you believe a violation of the Act has occurred, you can file a complaint with the District of Columbia Office of Human Rights. The process is free and does not require an attorney. Damages can be awarded if it is determined that a violation of the Act did occur.

**DC Family and Medical Leave Act**  
The DC Family and Medical Leave Act of 1990 requires all employers with 20 or more employees to provide up to 16 weeks of unpaid family leave:

- for the birth of a child, an adoption or foster care; or
- to care for a seriously ill family member.

It also allows up to 16 weeks of unpaid medical leave:

- to recover from a serious illness that the employee unable to work for a total of 32 weeks during a 24 month period.

During the period of leave, an employee should not lose benefits such as seniority or group health plan coverage. The employer may require medical certification and reasonable prior notice when applicable.

The Act applies to employees who have worked for the employer for one year without a break in service and have worked at least 1000 hours during the last 12 months.

**Filing a Complaint of a Violation**  
To file a complaint about a violation of these laws with the Office of Human Rights, visit:

- Online at [ohrhc.gov](http://ohrhc.gov);
- Or in-person at 441 4th Street, NW, Suite 570N, Washington, DC 20001.

Questions can also be answered by phone at (202) 727-4559.

\* Additional categories protected from discrimination but not in the area of employment include: familial status, source of income, place of residence or business, and status as a victim of an intimate partner violence.

\*\* Leave is unpaid unless the parent elects to use any family vacation, personal or compensatory leave provided by the employer.

Office of Human Rights  
ohrhc.gov phone (202) 727-4559 fax (202) 727-9589 441 4th Street NW, Suite 570N, Washington, DC 20001  
Ref.: DC Code §2-1402.51, §32-911, §32-1006

## OSHA - Occupational Safety and Health

IT'S THE LAW!

**All workers have the right to:**

- A safe workplace.
- Raise a safety or health concern with your employer or OSHA, or report a work-related injury or illness, without being retaliated against.
- Receive information and training on job hazards, including all hazardous substances in your workplace.
- Request a confidential OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. You have the right to have a representative contact OSHA on your behalf.
- Participate (or have your representative participate) in an OSHA inspection and speak in private to the inspector.
- File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your rights.
- See any OSHA citations issued to your employer.
- Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

**Employers must:**

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
- Comply with all applicable OSHA standards.
- Notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related inpatient hospitalization, amputation, or loss of an eye.
- Provide required training to all workers in a language and vocabulary they can understand.
- Prominently display this poster in the workplace.
- Post OSHA citations at or near the place of the alleged violations.

On-Site Consultation services are available to small and medium-sized employers, without citation or penalty, through OSHA-supported consultation programs in every state.

**1-800-321-OSHA (6742) • TTY 1-877-889-5627 • www.osha.gov**

## EMERGENCY NUMBERS CALL 911

POLICE: \_\_\_\_\_

AMBULANCE: \_\_\_\_\_

PHYSICIAN: \_\_\_\_\_

HOSPITAL: \_\_\_\_\_

FIRE DEPARTMENT: \_\_\_\_\_

POISON CONTROL: \_\_\_\_\_

OSHA: \_\_\_\_\_

**PAY DAY NOTICE**

**PAY DAY IS ON:**

- MONDAY
- TUESDAY
- WEDNESDAY
- THURSDAY
- FRIDAY
- SATURDAY
- SUNDAY

**PAY SCHEDULE IS:**

- WEEKLY
- BIWEEKLY
- SEMI MONTHLY
- MONTHLY

**PAYCHECKS ARE ISSUED ON THE: \_\_\_\_\_ AND \_\_\_\_\_ OF THE MONTH**

AT: \_\_\_\_\_ TIME: \_\_\_\_\_

## Equal Employment Opportunity

Know Your Rights in the District of Columbia

**DC Human Rights Act**  
In accordance with the District of Columbia Human Rights Act of 1977, as amended, the District of Columbia and employers cannot discriminate on the basis of actual or perceived:

- Race
- Color
- Sex (including pregnancy)
- National Origin
- Religion
- Age
- Marital Status
- Personal Appearance
- Sexual Orientation
- Gender Identity or Expression
- Family Responsibilities
- Military Affiliation
- Political Affiliation
- Genetic Information
- Disability

Sexual harassment and harassment based on other protected categories is prohibited by the Act.

If you believe a violation of the Act has occurred, you can file a complaint with the District of Columbia Office of Human Rights. The process is free and does not require an attorney. Damages can be awarded if it is determined that a violation of the Act did occur.

**DC Family and Medical Leave Act**  
The DC Family and Medical Leave Act of 1990 requires all employers with 20 or more employees to provide up to 16 weeks of unpaid family leave:

- for the birth of a child, an adoption or foster care; or
- to care for a seriously ill family member.

It also allows up to 16 weeks of unpaid medical leave:

- to recover from a serious illness that the employee unable to work for a total of 32 weeks during a 24 month period.

During the period of leave, an employee should not lose benefits such as seniority or group health plan coverage. The employer may require medical certification and reasonable prior notice when applicable.

The Act applies to employees who have worked for the employer for one year without a break in service and have worked at least 1000 hours during the last 12 months.

**Filing a Complaint of a Violation**  
To file a complaint about a violation of these laws with the Office of Human Rights, visit:

- Online at [ohrhc.gov](http://ohrhc.gov);
- Or in-person at 441 4th Street, NW, Suite 570N, Washington, DC 20001.

Questions can also be answered by phone at (202) 727-4559.

\* Additional categories protected from discrimination but not in the area of employment include: familial status, source of income, place of residence or business, and status as a victim of an intimate partner violence.

\*\* Leave is unpaid unless the parent elects to use any family vacation, personal or compensatory leave provided by the employer.

Office of Human Rights  
ohrhc.gov phone (202) 727-4559 fax (202) 727-9589 441 4th Street NW, Suite 570N, Washington, DC 20001  
Ref.: DC Code §2-1402.51, §32-911, §32-1006

## Accrued Sick and Safe Leave Act of 2008

(This poster includes provisions of the Earned Sick and Safe Leave Amendment Act of 2011, effective November 12, 2014.)

**REQUIRES EMPLOYERS IN THE DISTRICT OF COLUMBIA TO PROVIDE PAID LEAVE TO EMPLOYERS FOR THEIR OWN OR FAMILY MEMBERS' ILLNESSES OR MEDICAL APPOINTMENTS FOR JOB ABSENCES ASSOCIATED WITH DOMESTIC VIOLENCE OR SEXUAL ABUSE.**

**EMPLOYERS REQUIRED TO COMPLY WITH THE ACT**  
Pursuant to the Accrued Sick and Safe Leave Act of 2008, all employers in the District of Columbia must provide paid leave to each employee, including employees of restaurants, bars, temporary, staffing firms and part-time employees.

**ACCURAL START DATE**  
Paid leave accrues at the beginning of employment, provided that the accrual need not commence prior to November 13, 2008 and provided that an employee need not allow accrual of paid leave for accrued sick or bar employees prior to February 22, 2014.

**PAID LEAVE ACCRUES ON AN EMPLOYER'S ESTABLISHED PAY PERIOD.**

**ACCESSING PAID LEAVE**  
An employee must be allowed to use leave no later than the 90 day limit of service with the employer. An employee may use leave on short notice if the reason for leave is unforeseeable.

**NUMBER OF HOURS ACCRUED**  
Accrual of paid leave is determined by the type of business, the number of employees an employer has, and the number of hours an employee works. For tipped employees of restaurants or bars, regardless of the number of employees the employer has, each tipped employee must accrue at least a one (1) hour per 43 hours worked, up to five (5) days per calendar year and be paid at the full District of Columbia's Minimum Wage. For all other employees, use the following chart:

If an employee has...	Employees accrue at least...	Not to Exceed...
100 or more employees	1 hour per 37 hours worked	7 days per calendar year
25 or 99 employees	1 hour per 43 hours worked	5 days per calendar year
Less than 25 employees	1 hour per 87 hours worked	3 days per calendar year

**UNUSED LEAVE**  
Under this Act, an employer's accrued paid sick leave carries over from year to year. Employees do not have to pay employees for unused paid sick leave upon termination or resignation of employment.

**EMPLOYEE PROTECTION**  
Under the Act, employees who assert their rights to receive paid sick leave or provide information or assistance to help enforce the Act are protected from retaliation.

**ENFORCEMENT**  
The DC Department of Employment Services, Office of Labor Law and Enforcement can investigate possible violations, access employer records, enforce the paid sick leave and impose penalties, or reinstatement of employees who are terminated, as a result of asserting rights to paid sick leave, order payment of paid sick leave, or file a lawsuit, including civil penalties, on the basis of a violation of the Act. Employees who violate the requirements of the Act will be assessed a civil penalty in the amount of one thousand dollars (\$1,000) for the first offense, two thousand dollars for the second offense, and five thousand dollars (\$2,000) for the third and any subsequent offenses.

**TO FILE A COMPLAINT OR FOR ADDITIONAL INFORMATION**  
To request full text of the Act, to obtain a copy of the rules associated with this Act, or to receive the Act translated into other languages, or to file a complaint, visit [www.does.dc.gov](http://www.does.dc.gov), call the Office of Labor Law and Enforcement at (202) 671-1800, or visit at 4058 Minnesota Avenue, N.E., Suite 5600, Washington, DC 20019.

Complaints shall be filed within three (3) years after the event on which the complaint is based unless the employer has failed to post notice of the Act.

Ref.: DCMR 923.2

## Equal Employment Opportunity IS THE LAW

Private Employers, State