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#### **EEOC - EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW**

**EQUAL EMPLOYMENT OPPORTUNITY IS THE LAW** 

PRIVATE EMPLOYERS, STATE AND LOCAL GOVERNMENTS, EDUCATIONAL INSTITUTIONS, **EMPLOYMENT AGENCIES AND LABOR ORGANIZATIONS** 

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under Federal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship. **DISABILITY** Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental

limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship. **AGE** The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other

aspects of employment. **SEX (WAGES)** In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

**GENETICS** Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

**RETALIATION** All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice. WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED

There are strict time limits for filing charges of employment discrimination. To preserve the ability of EEOC to act on your behalf and to protect your right to file a private lawsuit, should you ultimately need to, you should contact EEOC promptly when discrimination is suspected: The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for individuals with hearing impairments). EEOC field office information is available at www.eeoc.gov or in most telephone directories in the U.S. Government or Federal Government section. Additional information about EEOC, including information about charge filing, is available at www.eeoc.gov.

#### **EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS**

Applicants to and employees of companies with a Federal government contract or subcontract are protected under Federal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER **IDENTITY, NATIONAL ORIGIN** Executive Order 11246, as amended, prohibits employment discrimination based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

applicants and employees from discrimination based on inquiring

**PAY SECRECY** Executive Order 11246, as amended, protects

about, disclosing, or discussing their compensation or the compensation of other applicants or employees. **INDIVIDUALS WITH DISABILITIES** Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable

accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or advance in employment qualified individuals with disabilities at all

PROTECTED VETERANS The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and requires affirmative action to recruit, employ, and advance in employment, disabled veterans, recently separated veterans (i.e., within three years of discharge or release from active duty), active duty wartime or campaign badge veterans, or Armed Forces service medal veterans. **RETALIATION** Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding,

levels of employment, including the executive level.

or otherwise opposes discrimination under these Federal laws. Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately: The Office of Federal Contract Compliance Programs (OFCCP), U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210, 1-800-397-6251 (toll-free) or (202) 693-1337 (TTY). OFCCP may also be contacted by e-mail at employee, barring undue hardship to the employer. Section 503 also OFCCP-Public@dol.gov, or by calling an OFCCP regional or district requires that Federal contractors take affirmative action to employ and office, listed in most telephone directories under U.S. Government, Department of Labor.

If you believe that you have experienced discrimination contact OFCCP: 1-800-397-6251 | TTY 1-877-889-5627 | www.dol.gov.

#### PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

RACE, COLOR, NATIONAL ORIGIN, SEX In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational EEOC 9/02 and OFCCP 8/08 Versions Useable With 11/09 Supplement

programs or activities which receive Federal financial assistance. **INDIVIDUALS WITH DISABILITIES** Section 504 of the Rehabilitation

Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job. If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.

Mandatory Supplement to EEOC P/E-1(Revised 11/09) "EEO is the Law" Poster

Minors Age 16/17

#### **CHILD LABOR LAWS**



#### **ALABAMA CHILD LABOR LAWS**

Each employer shall obtain and display the proper Child Labor Certificate(s) for each location where minors under the age of 18 are employed. To apply for a certificate(s) go to www.labor.alabama.gov Persons under 14 years of age SHALL NOT BE EMPLOYED

Minors Age 14/15

	Millors Age 14/15	Milliots Age 10/17
<b>Employment Certificate</b>	Class I Certificate	Class II Certificate
(Renewed annually)	To employ minors age 14/15	To employ minors age 16/17
<b>Work Time Restrictions</b>	<b>During the Months when Public Schools</b>	During the Months when Public
(Minors Under age 19)	are in Session	Schools are in Session
	<ul> <li>No more than 3 hours on any school day</li> </ul>	Minors 16-17-18 years old, who are
	• No more than <b>8</b> hours on a non-school day.	enrolled in public or private school, may
	<ul> <li>No more than 6 days per week</li> </ul>	NOT work after 10pm or before 5am on
	No more than 18 hours per week	any night preceding a school day.
	Not before 7am or after 7pm on <b>Any Day</b>	
	of the Week	
	Not during school hours (8am-3pm)	
	<b>During Months when Public Schools are</b>	<b>During Months when Public Schools</b>
	NOT in Session	are NOT in Session
	<ul> <li>No more than 8 hours a day</li> </ul>	Minors 16 and older do not have an
	<ul> <li>No more than 6 days per week</li> </ul>	hour restriction during this time.
	<ul> <li>No more than 40 hours per week</li> </ul>	
	Not before 7am or after 9pm each day	
Breaks	A documented 30 minute break is required	No breaks are required for employees
	for any 14 or 15 year old who is employed	16 and older.
	for more than 5 hours continuously.	
Occupations	See AL §25-8-33 to 35 for a detailed list of	See AL §25-8-43 for a detailed list of
	prohibited occupations.	prohibited occupations.
Record Keeping	Each employer must keep on premises an Employee Information Form (available	
	at www.labor.alabama.gov), Proof of Age, and Time Records showing the number	
	of hours worked each day, starting and ending times, and break times for each	

employee 18 years of age and younger. \*Children of parents who own their own business are NOT exempt from Alabama Child Labor Law

Employees must be: 21 years of age to serve alcoholic beverages for the consumption on premises (19 if licensee is RVP certified). 16 and older may be employed in such establishments as busboy, janitors, dishwashers, cooks, hostesses, or seaters. 14 and 15 year old minors SHALL NOT work in any establishment that serves alcohol for consumption on premises. (Note: Members of the immediate family of the owner or operator who are 14 or 15 years of age may be employed in such establishments provided they

do not serve, sell, dispense, or handle alcohol.) Inspections by the Department of Labor The Department has the right to enter, without warrant or notice, any business establishment for the purpose of routine inspections. These visits shall be conducted as frequently as needed to insure that minors are employed in compliance with this

This notice is to be posted in a conspicuous place. This notice is for reference only. For full text please consult AL §25-8-32 to 63. Any difference in state of federal law regarding child labor, the law providing the most protection to the minor takes precedence.

act. The Department shall enforce this act and may administer fines and/or prosecution for any violation of this act.

FOR MORE INFORMATION CONTACT: The Alabama Department of Labor, Child Labor Enforcement 649 Monroe Street, Montgomery, AL 36131 (334) 353-1761 www.labor.alabama.gov

Published 2012

### **EMPLOYEE POLYGRAPH PROTECTION ACT**

#### EMPLOYEE RIGHTS | EMPLOYEE POLYGRAPH PROTECTION ACT economic loss to the employer. The law does not preempt any

The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for preemployment 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 discharging, disciplining, 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 (armored 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



disclosed to unauthorized persons.

**EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT. WAGE AND HOUR DIVISION** 

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

**ENFORCEMENT** The Secretary of Labor may bring court actions to

Employees or job applicants may also bring their own court actions.

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE

restrain violations and assess civil penalties against violators.

# www.dol.gov/whd

### FEDERAL MINIMUM WAGE

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 ½ times your regular rate of pay for all

hours worked over 40 in a workweek **CHILD LABOR** An employee must be at least 16 years old to work in

most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural employment. TIP CREDIT Employers of "tipped employees" who meet certain

conditions may claim a partial wage credit based on tips received by their employees. Employers must pay tipped employees a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference.

**NURSING MOTHERS** The FLSA requires employers to provide reasonable break time for a nursing mother employee who is subject to the FLSA's overtime requirements in order for the employee to express breast milk for her nursing child for one year after the child's birth each time such employee has a need to express breast milk. Employers are also required to provide a place, other than a

bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by the employee to express breast milk.

**ENFORCEMENT** The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and/or recommend criminal prosecution. Employers may be assessed

civil money penalties for each willful or repeated violation of the

minimum wage or overtime pay provisions of the law. Civil money penalties may also be assessed for violations of the FLSA's child labor provisions. Heightened civil money penalties may be assessed for each child labor violation that results in the death or serious injury of any minor employee, and such assessments may be doubled when the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding under the FLSA.

 Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions.

 Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico

• Some state laws provide greater employee protections; employers must comply with both. Some employers incorrectly classify workers as "independent

contractors" when they are actually employees under the FLSA. It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and correctly classified Certain full-time students, student learners, apprentices, and

workers with disabilities may be paid less than the minimum wage

under special certificates issued by the Department of Labor



www.dol.gov/whd

WH1088 REV 07/16

#### **WORKERS' COMPENSATION**

**COMPLETE LABOR LAW POSTER** 

#### **STATE OF ALABAMA WORKERS' COMPENSATION INFORMATION**



If you are injured on the job, or contract an occupational disease, notify your employer immediately. Your employer will advise you of the physician to see for authorized medical treatment.

**WORKERS' COMPENSATION INSURANCE CARRIER:** 

**TELEPHONE NUMBER:** 

ASSISTANCE IS AVAILABLE UNDER THE ALABAMA WORKERS' COMPENSATION LAW INCLUDING MEDIATION SERVICE. FOR INFORMATION CALL:

> 1-800-528-5166 **Department of Labor Workers' Compensation Division 649 Monroe Street** Montgomery, AL 36131

CODE OF ALABAMA, 1975 § 25-5-290(d) REQUIRES THAT THIS NOTICE BE POSTED IN ONE OR MORE CONSPICUOUS PLACES IN YOUR BUSINESS. FORM WCC #1 10/12

#### ANTI-DISCRIMINATION NOTICE

It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

> For information, please contact The Office of Special Counsel for Immigration Related Unfair Employment Practices Office at 800-255-7688.

#### PAYDAY NOTICE

**Regular Paydays for Employees of** 

(Company Name)

Shall be as follows:

#### WITHHOLDING STATUS

#### YOU MAY NEED TO CHECK YOUR WITHHOLDING

Since you last filed form W-4 with your

employer did you... Marry or divorce?

Gain or lose a dependent? Change your name?

Were there major changes to... Your nonwage income (interest, dividends,

capital gains, etc.)? Your family wage income (you or your spouse

started or ended a job)? Your itemized deductions? Your tax credits?

If you can answer "YES"... To any of these questions or you owed extra tax when you filed your last return, you may

need to file a new form W-4.

See your employer for a copy of Form W-4 or call the IRS at 1-800-829-3676. Now is the time to check your withholding. For more details, get Publication 919, How Do I Adjust My Tax Withholding?, or use the

www.irs.gov/individuals on the IRS web site. **Employer:** Please post or publish this Bulletin Board Poster so that your employees will see it. Please indicate where they can get forms and information on this subject.



Withholding Calculator at

Publication 213 (Rev. 8-2009) Cat. No. 11047P

Department of the Treasury Internal Revenue Service www.irs.gov

### **UNEMPLOYMENT COMPENSATION FRAUD**

#### **UNEMPLOYMENT COMPENSATION** FRAUD IS A CRIME

Some examples of fraud include:

 Making false statements to obtain unemployment compensation Attempting to draw benefits while working

 Continuing to file a claim after returning to work Being paid "under the table" while collecting unemployment compensation





# FRAUD PENALTIES ARE SEVERE

- Up to a Class B Felony
- Fines of up to \$500 AND up to 12 months in jail for each fraudulent week claimed
- Mandatory ineligibility for up to a two year period



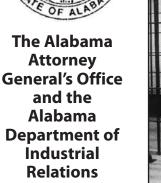


To report fraud call 800-392-8019 Penalties noted above subject to Section 25-4-145 Code of Alabama (1975)

**WORKERS' COMPENSATION FRAUD NOTICE** 

### **WORKERS' COMPENSATION FRAUD** It could be a ticket to jail!









together to find and prosecute **Workers'** Compensation Fraud.

### **Workers' Compensation Fraud is STEALING!**

### **WANTED**

INFORMATION LEADING TO THE DISCOVERY AND OR CONVICTION OF WORKERS' COMPENSATION FRAUD.

Making a false statement to obtain workers' compensation benefits (Ala. Criminal Code, Section 13A-11-124) is a Class C Felony under Alabama law. Class C Felonies are punishable by imprisonment for as much as 10 years and monetary fines of up to \$15,000.

#### **FIVE TYPES OF WORKERS' COMPENSATION FRAUD** Agent ~ Employer ~ Employee ~ Medical ~ Legal

- **WORKERS' COMPENSATION FRAUD CAN BE:** \* Reporting an off the job accident as an on the job accident. \* Reporting an accident that never happened.
- \* Complaints of accident injury symptoms that are exaggerated or non-existent. \* Malingering - to avoid work when injury is healed.
- compensation benefits from another employer. \* Making false or fraudulent statements for the purpose of obtaining workers' compensation benefits.

1-800-923-2533 OR 334-242-7345

TO REPORT WORKERS' COMPENSATION FRAUD CALL

\* Not reporting outside income from other work-related activities while drawing workers'

#### USERRA - UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

against past and present members of the uniformed services, and applicants to the uniformed services.

service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating

while in the military.

You have the right to be reemployed in your civilian job if you

leave that job to perform service in the uniformed service and:

you ensure that your employer receives advance written or

you return to work or apply for reemployment in a timely

discharge or under other than honorable conditions.

you have not been separated from service with a disqualifying

If you are eligible to be reemployed, you must be restored to the

absent due to military service or, in some cases, a comparable job.

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

job and benefits you would have attained if you had not been

are a past or present member of the uniformed service;

are obligated to serve in the uniformed service;

then an employer may not deny you:

initial employment;

because of this status.

Publication Date - October 2008

retention in employment;

any benefit of employment

reemployment;

promotion; or

have applied for membership in the uniformed service; or

In addition, an employer may not retaliate against anyone

USERRA, even if that person has no service connection.

or making a statement in connection with a proceeding under

you have five years or less of cumulative service in the uniformed

REEMPLOYMENT RIGHTS

verbal notice of your service;

If you:

services while with that particular employer;

manner after conclusion of service; and







USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military

**HEALTH INSURANCE PROTECTION** • If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months

• Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries. **ENFORCEMENT** 

• The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve

complaints of USERRA violations. • For assistance in filing a complaint, or for any other information on USERRA, contact VETS at **1-866-4-USA-DOL** or visit its web site at: http://www.dol.gov/vets. An interactive online USERRA Advisor can be viewed at: http://www.dol.gov/elaws/userra.htm. • If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of

Justice or the Office of Special Counsel, as applicable, for representation. You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA. The rights listed here may vary depending on the circumstances. internet at this address: http://www.dol.gov/vets/programs/

This notice was prepared by VETS, and may be viewed on the assisting in the enforcement of USERRA rights, including testifying userra/poster.htm. Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying the text of this notice where they customarily place notices for employees.

> U.S. Department of Labor **Employer Support Of The Guard**

### **UNEMPLOYMENT COMPENSATION**

### YOUR JOB INSURANCE

U.S. Department

Workers in this establishment are covered by the Alabama Unemployment Compensation Law. YOU MAY BE ENTITLED TO BENEFITS IF:

(1) You become totally or partially unemployed under conditions defined by law and you are otherwise eligible and qualified for benefits and

(2) you are separated from your job through no fault of your own.

However, if you voluntarily leave your employment without good cause connected with your work or if you are discharged for "cause"; your benefits may be postponed and reduced or entirely denied.

**IMPORTANT:** Be sure that your employer is using your correct social security number; if not, your claim may be delayed. When you become unemployed: • To file your unemployment claim, call toll-free 1-866-234-5382 or file by internet at www.labor.alabama.gov.

FMLA - FAMILY AND MEDICAL LEAVE ACT

 To obtain general information concerning your rights to benefits for either total or partial unemployment, call toll free 1-800-361-4524 or write to the Alabama Department of Labor, 649 Monroe Street Montgomery, Alabama 36131, or log on to our website at www.labor.alabama.gov.

#### ALABAMA DEPARTMENT OF LABOR Alabama Administrative Code 480-4-2-.19 requires that this notice be posted conspicuously

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

employer can take up to 12 weeks of unpaid, job-protected leave in employees. a 12-month period for the following reasons:

child's birth or placement); qualifying serious health condition; makes the employee unable to perform the employee's job;

child, parent, or next of kin may also take up to 26 weeks of FMLA was previously taken or certified. with a serious injury or illness. An employee does not need to use leave in one block. When it is certification is incomplete, it must provide a written notice

leave intermittently or on a reduced schedule.

the employer's normal paid leave policies. employees were not on leave.

Upon return from FMLA leave, most employees must be restored to FMLA leave. the same job or one nearly identical to it with equivalent pay, **ENFORCEMENT** Employees may file a complaint with the U.S. benefits, and other employment terms and conditions. An employer may not interfere with an individual's FMLA rights or private lawsuit against an employer. retaliate against someone for using or trying to use FMLA leave, The FMLA does not affect any federal or state law prohibiting opposing any practice made unlawful by the FMLA, or being discrimination or supersede any state or local law or collective involved in any proceeding under or related to the FMLA. **ELIGIBILITY REQUIREMENTS** An employee who works for a leave rights.

covered employer must meet three criteria in order to be eligible

for FMLA leave. The employee must: Have worked for the employer for at least 12 months; Have at least 1,250 hours of service in the 12 months before taking Work at a location where the employer has at least 50 employees

**LEAVE ENTITLEMENTS** Eligible employees who work for a covered \*Special "hours of service" requirements apply to airline flight crew

**REQUESTING LEAVE** Generally, employees must give 30-days' • The birth of a child or placement of a child for adoption or foster advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon To bond with a child (leave must be taken within 1 year of the as possible and, generally, follow the employer's usual procedures. Employees do not have to share a medical diagnosis, but must To care for the employee's spouse, child, or parent who has a provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could For the employee's own qualifying serious health condition that include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member For qualifying exigencies related to the foreign deployment of a cannot perform daily activities, or that hospitalization or continuing military member who is the employee's spouse, child, or parent. medical treatment is necessary. Employees must inform the

An eligible employee who is a covered servicemember's spouse, employer if the need for leave is for a reason for which FMLA leave leave in a single 12-month period to care for the servicemember Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the

medically necessary or otherwise permitted, employees may take indicating what additional information is required. **EMPLOYER RESPONSIBILITIES** Once an employer becomes aware Employees may choose, or an employer may require, use of accrued that an employee's need for leave is for a reason that may qualify paid leave while taking FMLA leave. If an employee substitutes under the FMLA, the employer must notify the employee if he or accrued paid leave for FMLA leave, the employee must comply with she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee BENEFITS & PROTECTIONS While employees are on FMLA leave, is not eligible, the employer must provide a reason for ineligibility. employers must continue health insurance coverage as if the Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as

Department of Labor, Wage and Hour Division, or may bring a

bargaining agreement that provides greater family or medical For additional information or to file a complaint: 1-866-4-USWAGE

> TTY: 1-877-889-5627 WWW.WAGEHOUR.DOL.GOV

## OSHA - THE OCCUPATIONAL SAFETY AND HEALTH ACT



# **Job Safety and Health** IT'S THE LAW!

### All workers have the right to:

within 75 miles of the employee's worksite.

- 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 an OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. OSHA will keep vour name confidential. You have the right to have a representative contact OSHA on your behalf.

Participate (or have your representative)

participate) in an OSHA inspection and

• 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

speak in private to the inspector.

 Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

employer.

This poster is available free from OSHA.

Contact OSHA. We can help.

### **Employers must:**

understand.

- 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.
- standards. Report to OSHA all work-related

Comply with all applicable OSHA

of an eye within 24 hours. Provide required training to all workers in a language and vocabulary they can

fatalities within 8 hours, and all inpatient

hospitalizations, amputations and losses

Prominently display this poster in the workplace.

of the alleged violations.

programs in every state.

Post OSHA citations at or near the place

FREE ASSISTANCE to identify and correct hazards is available to small and mediumsized employers, without citation or penalty, through OSHA-supported consultation



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

### AL-0213-A1-F02