

FED 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 must be at least 16 years old to work in most non-farm jobs and at least 18 years old to work in 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 hours restrictions. Different rules apply in agricultural employment.

TIP CREDIT
Employers of "tipped employees" who meet certain conditions may deduct a credit based on tips received by their employees. Employers must pay tipped employees a cash wage of at least \$2.13 per hour. They claim a tip credit against their minimum wage obligation if an employee's 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.

PUMP AT WORK
The FLSA requires employers to provide reasonable break time for a nursing employer to express breast milk for their nursing child for one year after the child's birth. The employer needs to provide an express breast milk. Employers must provide a place, other than a bathroom, that is shielded from view and free from intrusion from co-workers 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. The Department may litigate and/or

DEPARTMENT OF LABOR UNITED STATES OF AMERICA **WHD** WAGE AND HOUR DIVISION UNITED STATES DEPARTMENT OF LABOR 1-866-487-9243 www.dol.gov/agencies/whd WH1088 REV. 04/2023

Workers' Compensation

Workers' Compensation is a system of benefits provided by law to most workers who have job-related injuries or illnesses. Benefits are paid for injuries that are caused in whole or in part by an employee's work. This may include the aggravation of a pre-existing condition, injuries brought on by the repetitive use of a part of the body, heart attacks, or any other physical problem caused by work. Benefits are paid regardless of fault.

IF YOU HAVE A WORK-RELATED INJURY OR ILLNESS, TAKE THE FOLLOWING STEPS:

- GET MEDICAL ASSISTANCE.** By law, your employer must pay for all necessary medical services required to cure or relieve the effects of the injury or illness. Where necessary, the employer must also pay for physical, mental, or vocational rehabilitation, when prescribed limits. The employer may choose two physicians, surgeons, or hospitals. If the employer refuses that it is an approved Preferred Provider Program for workers' compensation, the PPP costs as one of your two choices of providers.
- NOTIFY YOUR EMPLOYER.** You must notify your employer of the accidental injury or illness within 45 days, either orally or in writing. To avoid possible delay, it is recommended the notice also include your name, address, telephone number, Social Security number, and a brief description of the injury or illness.
- LEARN YOUR RIGHTS.** Your employer is required by law to report accidents that result in more than three lost work days to the Workers' Compensation Commission. Once the accident is reported, you should receive a handbook that explains the law, benefits, and procedures. If you need a handbook, please call the Commission or go to the Web site. If you must lose time from work to recover from the injury or illness, you may be entitled to receive weekly payments and necessary medical care until you are able to return to work that is reasonably available to you.

It is against the law for an employer to harass, discharge, refuse to hire or in any way discriminate against an employee for exercising his or her rights under the Workers' Compensation or Occupational Diseases Acts. If you file a fraudulent claim, you may be penalized under the law.

4. KEEP WITHIN THE TIME LIMITS. Generally, claims must be filed within three years of the injury or disablement from an occupational disease, or within two years of the last workers' compensation payment, whichever is later. Claims for pneumoconiosis, radiological exposure, asbestos, or similar diseases have special requirements. Injured workers have the right to reopen their case within 30 months after an award is made if the disability increases, but cases that are resolved by a lump-sum settlement contract approved by the Commission cannot be reopened. Only settlements approved by the Commission are binding.

For more information, go to the Illinois Workers' Compensation Commission's Web site or call any office:
Toll-free: 866/352-3033 Peoria: 309/671-3019
Web site: www.ilwcc.org Rockford: 815/987-7292
Chicago: 312/814-6611 Springfield: 217/785-7087
Collinsville: 618/346-3450 TDD (Deaf): 312/814-2959

BY LAW, EMPLOYERS MUST DISPLAY THIS NOTICE IN A PROMINENT PLACE IN EACH WORKPLACE AND COMPLETE THE INFORMATION BELOW.

PARTY HANDLING WORKERS' COMPENSATION CLAIMS

BUSINESS ADDRESS

BUSINESS PHONE

EFFECTIVE DATE

TERMINATION DATE

POLICY NUMBER

EMPLOYER'S FEIN

ICPN 10/11 REV. 10/2011

DEPARTMENT OF EMPLOYMENT SECURITY NOTICE

to workers about Unemployment Insurance Benefits

THE POSTING OF THIS NOTICE IS REQUIRED BY THE ILLINOIS UNEMPLOYMENT INSURANCE ACT.

FILING A CLAIM
The Illinois Unemployment Insurance Act provides for the payment of benefits to eligible unemployed workers and for the collection of employer contributions from liable employers. It is designed to provide living expenses while new employment is sought. Claims should be filed as soon as possible after separation from employment. Claims can be filed online at www.ides.illinois.gov or at the nearest Illinois Department of Employment Security office to the worker's home. To be eligible for benefits, an unemployed individual must be able to work, able to work and actively seeking work or, in addition, must not be disqualified under any provisions of the Illinois Unemployment Insurance Act. Each employer shall deliver the pamphlet "What Every Worker Should Know About Unemployment Insurance" to each worker separated from employment for an expected duration of seven or more days. The pamphlet shall be delivered to the worker at the time of separation or, if delivery is impracticable, mailed within five days after the date of the separation to the worker's last known address. Pamphlets shall be supplied by the Illinois Department of Employment Security to each employer without cost.

A claimant may also be entitled to receive, in addition to the weekly benefit amount, an allowance for a non-working spouse or a dependent child or children. The allowance is a percentage of the average weekly wage of the claimant in his or her base period. The weekly benefit amount plus any allowance for a dependent make up the total amount payable.

If, during a calendar week an employer does not work full-time because of lack of work, he or she may be eligible for partial benefits if the wages earned in such calendar week are less than his or her weekly benefit amount. For such week, employers should provide employees with a statement of "low earnings" which should be taken to their Illinois Department of Employment Security office.

NOTE: Illinois unemployment insurance benefits are paid from a trust fund to which only employers contribute. No deductions may be made from the wages of workers for this purpose.

Unemployment insurance information is available from any Illinois Department of Employment Security office. To locate the office nearest you, call 1-800-244-5631 or access the locations through our website at www.ides.illinois.gov.

BENEFITS
Every claimant who files a new claim for unemployment insurance benefits must serve an unpaid waiting week for which he has filed and is otherwise eligible. The claimant's weekly benefit amount is usually a percentage of the worker's average weekly wage. The worker's average weekly wage is computed by dividing the wages paid during the two highest quarters of the base period by 26. The maximum weekly benefit amount is a percentage of the statewide average weekly wage. The maximum weekly benefit amount is \$51. The statewide average weekly wage is calculated each year.

This poster fulfills all posting requirements for the Illinois Department of Employment Security.

EMPLOYERS ARE REQUIRED TO POST THIS NOTICE IN A CONSPICUOUS PLACE FOR ALL EMPLOYEES.

Department of Labor — IDOL

Victims' Economic Security and Safety Act (VESA)
REQUIRED POSTING FOR EMPLOYERS
VESA provides employees who are victims of domestic violence, sexual violence, or any other crime of violence, or a family or household member who is a victim of such violence, with unpaid, job-guaranteed leave; reasonable accommodations; and protections from discrimination and retaliation. This time may be used if the employee or the employee's family or household member is:
• Experiencing an incident of domestic violence, sexual violence, or any other crime of violence;
• Recovering from the violence;
• Seeking or receiving medical help, legal assistance including participation in legal proceedings, counseling, safety planning, or other assistance;
• Temporarily or permanently relocating;
• Taking other actions to increase the safety of the victim from future domestic, sexual, or gender violence;
• Attending the funeral or alternative to a funeral if death is caused by crime of violence;
• Making arrangements necessitated by a death caused by a crime of violence; or
• Experiencing a death caused by a crime of violence.

NOTICE AND CERTIFICATION REQUIREMENTS must provide the employer with at least 48 hours prior notice, unless providing advance notice is not practicable. If an employee is unable to provide advance notice, an employer must provide notice when an employee is able to do so, within a reasonable period of time after the absence.

Employment information is available from any Illinois Department of Employment Security office. To locate the office nearest you, call 1-800-244-5631 or access the locations through our website at www.ides.illinois.gov.

For information on filing a complaint please call 312-793-6977 or visit the website: labor.illinois.gov

ACCOMMODATIONS VESA provides that employers are entitled to reasonable accommodations that address the needs of the victim(s). Accommodations include, but are not limited to, an adjustment to work structure, workplace facility, work requirements, telephone number, seating assignment, physical security and the workplace.

DISCRIMINATION AND RETALIATION VESA prohibits employers from discriminating, retaliating, or exercising any other rights under VESA.
• It is prohibited to be a victim of domestic, sexual, or gender violence, or any other crime of violence;
• Attended, participated in, prepared for, or requested leave to attend, participate in, or prepare for a criminal or civil court or administrative proceeding relating to domestic, sexual, or gender violence, or any other crime of violence;
• Requested or took VESA leave for any reason;
• Requested an accommodation, regardless of whether the accommodation was granted.
The workplace is disrupted or threatened by the action of a person whose individual status has committed or threatened to commit domestic, sexual, or gender violence, or any other crime of violence, against the individual or the individual's family or household member, or
• Exercised any other rights under VESA.

CONFIDENTIALITY - Employers must maintain the confidentiality of all information pertaining to the use of leave, notice of an employee's intention to take VESA leave, and certification provided by the employee.

labor.illinois.gov • **DOL_Questions@illinois.gov**

LONGMEADOW PLAZA MONROE A BLANCK BUILDING ROOMING OFFICE BUILDING
324 South 2nd Street, Suite 1600 North LaSalle, Suite 2309 West Main Street,
Chicago, Illinois 60601-3150 Chicago, Illinois 60601-3150 Chicago, Illinois 60601-3150
(312) 782-6206 (312) 793-2800 (618) 993-7900
Fax: (312) 782-6206 Fax: (312) 793-2527 Fax: (618) 993-7258

12/23/00 24-0295 REV. 12/2023

Department of Labor Your Rights Under Illinois Employment Laws

This is a summary of laws that satisfies Illinois Department of Labor posting requirements.

Minimum Wage & Overtime
The minimum Illinois Department of Labor to protect and promote the health, safety, and welfare of Illinois workers by enforcing State labor and employment laws, providing employment and training opportunities, and enforcing anti-discrimination laws. Through enforcement, education, and community partnership, the Department works to ensure that workers are paid their earned wages and receive the benefits to which they are entitled.

Minimum Wage & Overtime
The minimum wage for most employees is \$7.25 per hour. Overtime pay is required for most employees who work more than 40 hours per week. There are exceptions for certain employees, such as those in agriculture, stock raising, fishing, and aquaculture.

\$14.00 PER HOUR
The minimum wage for certain employees, domestic workers, and those who are covered by the Minimum Wage Law and some workers who have been in the minimum wage state table.

\$8.40 PER HOUR
The minimum wage for employees who are covered by the Minimum Wage Law and some workers who have been in the minimum wage state table.

\$12.00 PER HOUR
The minimum wage for employees who are covered by the Minimum Wage Law and some workers who have been in the minimum wage state table.

Overnight
Most hourly employees and some salaried employees are covered by the overtime law and are compensated at 1 1/2 times their regular pay for hours worked over 40 in a workweek.

Child Labor
An employer must be at least 16 years old to work in most non-farm jobs and at least 18 years old to work in 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 hours restrictions. Different rules apply in agricultural employment.

Violent Crime Victims' Leave
Employees who are victims of domestic violence, sexual violence, or any other crime of violence, or a family or household member who is a victim of such violence, are entitled to unpaid, job-guaranteed leave; reasonable accommodations; and protections from discrimination and retaliation. This time may be used if the employee or the employee's family or household member is:
• Experiencing an incident of domestic violence, sexual violence, or any other crime of violence;
• Recovering from the violence;
• Seeking or receiving medical help, legal assistance including participation in legal proceedings, counseling, safety planning, or other assistance;
• Temporarily or permanently relocating;
• Taking other actions to increase the safety of the victim from future domestic, sexual, or gender violence;
• Attending the funeral or alternative to a funeral if death is caused by crime of violence;
• Making arrangements necessitated by a death caused by a crime of violence; or
• Experiencing a death caused by a crime of violence.

NOTICE AND CERTIFICATION REQUIREMENTS must provide the employer with at least 48 hours prior notice, unless providing advance notice is not practicable. If an employee is unable to provide advance notice, an employer must provide notice when an employee is able to do so, within a reasonable period of time after the absence.

Employment information is available from any Illinois Department of Employment Security office. To locate the office nearest you, call 1-800-244-5631 or access the locations through our website at www.ides.illinois.gov.

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DEPARTMENT OF HUMAN RIGHTS — IDHR

YOU HAVE THE RIGHT TO BE FREE FROM JOB DISCRIMINATION AND SEXUAL HARASSMENT.

The Illinois Human Rights Act states that you have the right to be free from unlawful discrimination and sexual harassment. This means that employers may not treat people differently based on race, age, gender, pregnancy, disability, sexual orientation or any other protected class named in the Act. This applies to all employer actions, including hiring, promotion, discipline and discharge.

REASONABLE ACCOMMODATIONS
You also have the right to reasonable accommodations based on pregnancy and disability. This means you can ask for reasonable changes to your job if needed because you are pregnant or disabled.

RETALIATION
It is also unlawful for employers to treat people differently because they have reported discrimination, participated in an investigation, or helped others exercise their right to complain about discrimination.

REPORT DISCRIMINATION
Employers shall make this poster available and display it where employees can readily see it. This notice is available for download at: www.idhr.org

1. Contact your employer's human resources or personnel department.
2. Contact the Illinois Department of Human Rights (IDHR) to file a charge.

ICPN 10/11 REV. 10/2011

Department of Labor — IDOL

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DISCRIMINATION AND RETALIATION VESA prohibits employers from discriminating, retaliating, or exercising any other rights under VESA.
• It is prohibited to be a victim of domestic, sexual, or gender violence, or any other crime of violence;
• Attended, participated in, prepared for, or requested leave to attend, participate in, or prepare for a criminal or civil court or administrative proceeding relating to domestic, sexual, or gender violence, or any other crime of violence;
• Requested or took VESA leave for any reason;
• Requested an accommodation, regardless of whether the accommodation was granted.
The workplace is disrupted or threatened by the action of a person whose individual status has committed or threatened to commit domestic, sexual, or gender violence, or any other crime of violence, against the individual or the individual's family or household member, or
• Exercised any other rights under VESA.

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12/23/00 24-0295 REV. 12/2023

OFFICE OF THE ATTORNEY GENERAL

YOUR RIGHTS UNDER THE ILLINOIS SERVICE MEMBER EMPLOYMENT & REEMPLOYMENT RIGHTS ACT (330 ILCS 61)

ISERRA (Illinois version of USERRA) protects the employment and benefits of service members who have their civilian employment to serve our State.

ISERRA provides the same protections as USERRA (i.e., employment, benefits and discrimination) but expands protections to persons identified above and incorporates existing benefits to service members who are public employees. Because ISERRA represents the minimum employer requirements, employers maintain the right to provide greater benefits than their discretion.

WHO ENFORCES ISERRA?
The ISERRA Advocate is an Assistant Attorney General appointed by the Illinois Attorney General to provide both advocacy and enforcement under ISERRA.

WHERE TO FIND MORE INFORMATION?
Both service members and employers can find more information on the Attorney General's Advocate webpage at <http://www.illinoisattorneygeneral.gov/rights-of-the-people/military-and-veterans-rights/> or call the Military & Veterans Rights Helpline at 1-800-382-3000 to ask questions or request training.

This notice is available for download on the Attorney General's website by going to <http://www.illinoisattorneygeneral.gov/rights-of-the-people/military-and-veterans-rights/>. Employers are required to provide employees entitled to rights and benefits under ISERRA a notice of the rights, benefits, and obligations of service member employees. This requirement may be met by the posting of this notice where employers customarily place notices for employees. ISERRA is codified as Public Act 100-1101 and can be found at www.lga.gov/legislation/publicacts/100/PDF/1101.pdf.

This material is available in alternate format upon request.

DEPARTMENT OF LABOR UNITED STATES OF AMERICA **WHD** WAGE AND HOUR DIVISION UNITED STATES DEPARTMENT OF LABOR 1-866-487-9243 www.dol.gov/agencies/whd WH1462 REV. 02/2022

WAGE PAYMENT AND COLLECTION ACT

Payday Notice

The Illinois Wage Payment and Collection Act, 820 ILCS 115/10 (from Ch. 48, par. 39m-1), requires employers to post and keep posted at each regular place of business in a position easily accessible to all employees one or more notices indicating the regular paydays and the place and time for payment.

FOR EMPLOYEES OF: (Company Name)

REGULAR PAYDAYS SHALL BE AS FOLLOWS:

PLACE AND TIME OF PAYMENT:

ICPN 10/11 REV. 09/2022

YOUR RIGHTS UNDER USERRA

THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

REEMPLOYMENT RIGHTS
You have the right to be reemployed in your civilian job if you leave that job to perform the uniformed service or:
• you ensure that your employer receives advance written or verbal notice of your service;
• you have five years or less of cumulative service in the uniformed services while with that particular employer;
• you return to work or apply for reemployment in a timely manner after conclusion of service; and
• you have not been separated from service with a disqualifying discharge or under other than honorable conditions.

If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable civilian service.

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION
If you:
• are a past or present member of the uniformed service;
• have applied for membership in the uniformed service; or
• then an employer may not deny you:
• initial employment;
• reemployment;
• retention in employment;
• promotion or
• any benefit of employment because of this status.

In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

U.S. Department of Labor • 1-866-487-2365 U.S. Department of Justice Office of Special Counsel
Employer Support of the Guard and Reserve • 1-800-336-4590

REV. 05/2022

EMPLOYEE RIGHTS UNDER THE 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 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.

ENFORCEMENT
The Secretary of Labor may bring court actions to restrain violations of the Act, or to enforce the Act. Employees or job applicants may also bring their own court actions.

What Organizations are Covered?
• Most private employers
• State and local governments (as employers)
• Educational institutions (as employers)
• Unions
• Staffing agencies

What Employment Practices can be Challenged as Discriminatory?
All aspects of employment, including:
• Discharge, firing, or lay-off
• Harassment (including unwelcome verbal or physical conduct)
• Hiring or promotion
• Assignment
• Pay (unequal wages or compensation)
• Failure to provide reasonable accommodation for a disability, pregnancy, childbirth, or related medical condition; or a sincerely held religious belief, observance or practice
• Benefits
• Job training
• Classification
• Referral
• Obtaining or disclosing genetic information of employees
• Requesting or disclosing medical information of employees
• Conduct that might reasonably discourage someone from opposing discrimination, filing a charge, or participating in an investigation or proceeding
• Retaliation for filing a charge, or participating in an investigation or proceeding
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Department of Human Rights — IDHR

Pregnancy and your RIGHTS in the WORKPLACE

Are you pregnant, recovering from childbirth, or do you have a medical or common condition related to pregnancy?

Es legal que su empleador la despida, se niegue a contratarla o a proporcionarle una adaptación razonable a causa de su embarazo. Para obtener información sobre el embarazo y sus derechos en el lugar de trabajo en español, visite dhr.illinois.gov

IL HUMAN RIGHTS ACT
It is illegal for your employer to fire you, refuse to hire you or to refuse to provide you with a reasonable accommodation because of your pregnancy. For more information regarding your rights, download the Illinois Department of Human Rights fact sheet from our website at dhr.illinois.gov

IL HUMAN RIGHTS ACT
It is illegal for your employer to fire you, refuse to hire you or to refuse to provide you with a reasonable accommodation because of your pregnancy. For more information regarding your rights, download the Illinois Department of Human Rights fact sheet from our website at dhr.illinois.gov

ICPN 10/11 REV. 02/2023

Job Safety and Health IT'S THE LAW!

OSHA Occupational Safety and Health Administration

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.

This poster is available free from OSHA.

Contact OSHA. We can help.

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

TWO ways to verify poster compliance!
QR CODE Scan with phone camera.
OR
ONLINE Go to: Jkeller.com/6936612024

To update your labor law posters contact
J.J. Keller & Associates, Inc.
JKKeller.com/lablaw
800-327-6868

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This poster is in compliance with federal and state posting requirements.

REV. 06/2023

Your Employee Rights Under the Family and Medical Leave Act

What is FMLA leave?
The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with job-protected leave for qualifying family and medical reasons. The U.S. Department of Labor Wage and Hour Division (WHD) enforces the FMLA for most employees.

Eligible employees can take up to 12 weeks of FMLA leave in a 12-month period for:
• The birth, adoption or foster placement of a child with you.
• Your serious mental or physical health condition that makes you unable to work.
• To care for your spouse, child or parent with a serious mental or physical health condition, and
• Certain qualifying reasons related to the parent or guardian of your spouse, child or parent who is a military service member.

An eligible employee who is the spouse, child, parent or next of kin of a covered service member with a serious injury or illness may take up to 26 weeks of FMLA leave in a single 12-month period to care for the service member.

You have the right to use FMLA leave in one block of time. When it is medically necessary or otherwise permitted, you may take FMLA leave intermittently in separate blocks of time, or on a reduced schedule by working less than your full day or week. Read Fact Sheet #28MCA for more information.

FMLA leave is not paid leave, but you may choose, or be required by your employer, to use any accrued benefits or paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave?
You are an eligible employee if all of the following apply:
• You work for a covered employer.
• You have worked for your employer at least 12 months.
• You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
• Your employer has at least 50 employees within 75 miles of your work location for the service member.

Airline flight crew employees have different "hours of service" requirements.

You work for a covered employer if one of the following applies:
• You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year.
• You work for an elementary or public or private secondary school.
• You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

How do I request FMLA leave?
Generally, to request FMLA leave you must:
• Follow your employer's normal policies for requesting FMLA leave.
• Give notice at least 30 days before your need for FMLA leave.

What do I need to know about FMLA leave?
Your employer cannot interfere with your FMLA rights or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation. After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your employer must confirm whether you are eligible or not eligible for FMLA leave. If your employer determines that you are eligible, your employer must notify you in writing:
• About your FMLA rights and responsibilities, and
• How much of your requested leave, if any, will be FMLA-protected.

Where can I find more information?
Call 1-866-487-9243 or visit dol.gov/fmla to learn more. If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. Scan the QR code to learn about our WHD complaint process.

DEPARTMENT OF LABOR UNITED STATES OF AMERICA **WHD** WAGE AND HOUR DIVISION UNITED STATES DEPARTMENT OF LABOR 1-866-487-9243 www.dol.gov/agencies/whd WH1420 REV. 04/2023