

PENNSYLVANIA & FEDERAL LABOR LAW POSTER

EMPLOYEE POLYGRAPH PROTECTION ACT

EMPLOYEE RIGHTS | EMPLOYEE POLYGRAPH PROTECTION ACT

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

PROHIBITIONS: Employers are generally prohibited from requiring or requesting an 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 lie detector tests (of the lie detector type) 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



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR
1-866-487-9243
www.dol.gov/agencies/whd
WH1420 REV 02/22

NO SMOKING NOTICE

NO SMOKING

There's a new Air about Pennsylvania
Smoke-Free is now the Law!



NO FUMAR

Hay un nuevo aire sobre Pennsylvania
Libre de humo es ahora la Ley!

PENNSYLVANIA MINIMUM WAGE

MINIMUM WAGE LAW SUMMARY
MUST BE POSTED IN A CONSPICUOUS PLACE IN EVERY PENNSYLVANIA BUSINESS GOVERNED BY THE MINIMUM WAGE ACT

The Pennsylvania Minimum Wage Act establishes a fixed Minimum Wage and Overtime Rate for employees. It also sets forth compensation-related duties for the Department of Labor & Industry and for employers. In addition, the Minimum Wage Act provides penalties for non-compliance. This summary is for general information only and is not an official position formally adopted by the Department of Labor & Industry.

Overtime Rate: Workers shall be paid 1 1/2 times their regular rate of pay after 40 hours worked in a workweek (except as described).

MINIMUM WAGE RATE:
\$7.25 per hour Effective July 24, 2009

Exemptions from Overtime Rates:

- Any salesman, parts man or mechanic primarily engaged in selling and servicing automobiles, trucks, trailers, farm implements or aircraft, if employed by a non-manufacturing establishment primarily engaged in the selling of such vehicles to ultimate purchasers. (Except: 51% of business is selling as opposed to 49% in servicing such vehicles)
- Taxicab driver
- Any employee of a motor carrier the Federal Secretary of Transportation has power to establish qualifications and maximum hours of service under 49 U.S.C. Section 3102 (b)(1) and (2) relating to requirements for qualifications, hours of service, safety and equipment standards
- Any employee engaged in the processing of maple sap into sugar (other than refined sugar) or syrup
- Employee engaged in a motion picture theatre
- Announcer, news editor, chief engineer of a radio or television station, the major studio of which is located in:
 - Any city or town of 100,000 population or less, if it is not part of a standard metropolitan statistical area having a total population in excess of 100,000, or
 - Any city or town of 25,000 population or less, which is part of a standard area that is at least 40 airline miles from the principal city in the area
- The hours of an employee of an air carrier subject to the provisions of Title B of the Railway Labor Act (Public Law 69-257, 45 Stat. 577, 45 U.S.C. § 181 et seq.) when:
 - the hours are voluntarily worked by the employee pursuant to a shift-scheduling program which the major portion of circulation is in the county where worked in any workweek by voluntarily offering a shift for trade or reassignment; or
 - the required hours of work, wages and overtime compensation have been agreed to either in a collective bargaining agreement between the employer and labor organization representing employees for purposes of collective bargaining or pursuant to a voluntary agreement or understanding arising out of the agreement and employee

EXEMPTIONS FROM BOTH Minimum Wage and Overtime Rates

- Labor on a farm
- Domestic service in or about the private home of the employer
- Delivery of newspapers to the consumer
- Publication of weekly, semi-weekly or daily newspaper with a circulation of more than 4,000 when the major portion of circulation is in the county where published or a bordering county
- Bone fide outside salesman
- Educational, charitable, religious, or nonprofit organization where no employee-employer relationship exists and service is rendered gratuitously
- Golf caddy
- In seasonal employment, if the employee is under 18 years of age or if student under 24 years of age is employed by a nonprofit health or welfare agency engaged in activities dealing with children with disabilities or by a nonprofit day or residential seasonal recreational camp for campers under the age of 18 years, which operates for a period of less than three months in any one year
- In employment by a public administrator or recreational establishment, organized camp, or religious or nonprofit educational conference center, if it does not operate more than seven months in a year or (ii) during the preceding calendar year, the average receipts for the month in which more than 33% of its average receipts for the other 6 months of such year
- Switchboard operator employed by an independently-owned public telephone company which has no more than 750 stations
- Employees not subject to civil service laws who hold elective office or are on the personal staff of such an officer, are immediate advisers to the officer, holder, or are appointed by the officer/holder to serve on a policy making level
- Executive, Administrative, and Professional employees, as defined by the Department

ALLOWANCES

Wages paid to any employee may include reasonable cost of board, lodging and other facilities. This may be considered a part of the minimum wage if the employee is notified of this condition and accepts it as a usual condition of employment at the time of hire or change of classification. The wages, including food credit plus, must equal the current minimum wage.

Board: Food furnished in the form of meals on an established schedule.

Lodging: Housing facility available for the personal use of the employee at all hours.

Reasonable Cost: Actual cost, exclusive of profit, to the employer or to anyone affiliated with the employer.

EXEMPTIONS FROM MINIMUM WAGE RATES

- Learners and students (bona fide high school or college) after obtaining a Special Certificate from the Bureau of Labor Compliance, 651 Boas Street, Room 1301, Harrisburg, PA 17121-0750) may be paid 85% of the minimum wage as follows:
 - Students: 40 hours a week, maximum eight weeks
 - Learners: Up to 20 hours a week, Up to 40 hours a week during school vacation periods

MORE INFORMATION IS AVAILABLE ONLINE

Additional information about the Minimum Wage Act is available online at www.dli.pa.gov. PA Keyword: Minimum Wage. From the Web site you can submit a complaint form, find answers to frequently asked questions and read more about the Minimum Wage Act.

Auxiliary aids and services are available upon request to individuals with disabilities. Equal Opportunity Employer/Program

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.

CHILD LABOR LAWS

ABSTRACT OF THE CHILD LABOR ACT HOURS PROVISIONS

MUST BE POSTED IN A CONSPICUOUS PLACE WHERE ANY PERSON UNDER AGE 18 IS EMPLOYED

This summary is for general information, and is not to be considered in the same light as official statements contained in the Act or its regulations. Minors under 16 must have a written statement by the minor's parent or guardian acknowledging the duties and hours of employment and granting permission to work.

DURING SCHOOL TERM: Maximum three hours on school days, eight hours on any other day, and 18 hours per school week (Monday—Friday), and only at a time that does not interfere with school attendance. Plus eight additional hours on Saturdays and Sundays.

Attention: Students 14 and older, whose employment is part of a recognized school program, may be employed for hours, when combined with school hours, not exceeding eight in a day.

DURING SCHOOL VACATIONS: Maximum eight hours/day, 40 hours/week.

HOURS OF EMPLOYMENT—AGES 14 & 15**

WORK TIME

Employment prohibited between 6 a.m. and after 12 a.m.

Exceptions: During school vacations, minors may be employed until 9 p.m. Minors at least age 1 may be employed in newspaper delivery from 5 a.m. to 8 p.m., except during school vacation, then until 9 p.m. Members of volunteer fire companies may participate in training and firefighting activities until 10 p.m. with written parental consent.

HOURS OF EMPLOYMENT—AGES 16 & 17**

WORK TIME

Employment prohibited between 6 a.m. and after 12 a.m.

Exceptions: During school vacations, minors may be employed until 1 a.m. Members of volunteer fire companies may continue serving in answer to a fire call until 1 a.m. after 12 a.m.

*Minors employed as sports attendants are not subject to the Act's hours and work time restrictions.

**EXCEPT: A minor who has graduated from high school or who is exempt from compulsory attendance under the Public School Code are not subject to the Act's hours of employment or work time restrictions.

B) Special rules apply to young adults, 16 and 17 years of age, employed during a school vacation as a counselor by a summer residential camp operated by a religious or scout organization.

MAXIMUM EMPLOYMENT: NOT MORE THAN SIX CONSECUTIVE DAYS (except newspaper delivery).
30 MINUTE MEAL PERIOD REQUIRED ON OR BEFORE FIVE CONSECUTIVE HOURS OF WORK.

EMPLOYER NOTIFICATION: Within five days of the minor's beginning of employment, an employer's must submit written notification of the minor's normal duties and hours of employment, the minor's wage and the work permit number to the issuing office which issued the work permit. Within five days of the minor's last day of employment, the minor shall submit written notification to the issuing office that the minor is no longer employed.

CHILD LABOR ACT HOURS RULES FOR PERFORMANCES BY MINORS

This summary is for general information, and is not to be considered in the same light as official statements contained in the Act or its regulations.

Age	Max. hours (24-hour period) at place of employment (does not include hours at minors' residences)	Max. work hours (24-hour period) (including work hours at minors' residences)
Infants < 6 mos.	4	Not Applicable
6 mos - 1 year	4	2
1-5 years	4	3
6-8	8	4
9-15	8	3
16-17	10	6

- Live performances—maximum number: three/day or 10/calendar week (Sunday—Saturday).
- Meal periods of half hour—one hour are not counted toward maximum non-work time at place of employment.
- Non-work time at place of employment includes education, rest and recreation.
- Work days for minors may not begin before 5 a.m., and must end by 10 p.m. on evenings preceding school days or by 12:30 a.m. on evenings preceding nonschool days.
- 12 hours must elapse between time of dismissal and time of call on the following day.
- Age 14-17 may not work with permission from school authorities for up to two consecutive days, but may not work in excess of eight hours in 24-hour period.
- Performances rules do not apply to minors who have graduated from high school or who are exempt from compulsory attendance under the Public School Code.

For further information on the Child Labor Act, please consult the Department of Labor & Industry's website at www.dli.pa.gov and click on "Labor Law Compliance."

Address inquiries and complaints to one of the Offices of the Bureau of Labor Law Compliance:

Altoona District Office 11300 12th Ave., Suite 200 Altoona, PA 16601 814-904-6224 or 877-792-8198	Harrisburg District Office 1301 Labor & Industry Building 100 LaCassiana Ave. Harrisburg, PA 17121 717-705-5969 or 800-932-6665	Philadelphia District Office 110 North 8th St. Philadelphia, PA 19107 215-560-1858 or 877-817-9497
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DISCRIMINATION

COMMONWEALTH OF PENNSYLVANIA HUMAN RELATIONS COMMISSION
EMPLOYMENT PROVISIONS OF THE PENNSYLVANIA HUMAN RELATIONS ACT
(Act of October 27, 1955, PL 744, as Amended)

PURPOSE OF PROVISIONS: The purpose of the employment provisions of the Pennsylvania Human Relations Act is to prevent and eliminate unlawful discriminatory practices in employment because of race, ethnicity, sex, age (40 and above), sex, national origin, non-job related disability, known association with a disabled individual, possession of a diploma based on passing a general education development test, or on the basis of the facts listed above—for an employer, labor union or employment agency to: 1. Deny any person an equal opportunity to obtain employment, to be promoted and to be accorded all other rights to compensation, tenure and other terms, conditions and benefits of employment; 2. Deny membership, rights and privileges in any labor organization; 3. Deny any person equal opportunity to be referred for employment; 4. Refuse to contract or otherwise discriminate in contracting with any independent contractor as defined by Section 404 of the PHRA. It is also unlawful for any person to discriminate against an individual who has filed a complaint with the Commission, or has otherwise participated in any Commission proceeding, or for any person to aid or otherwise discriminate in any of the foregoing.

UNLAWFUL DISCRIMINATORY PRACTICES: It is unlawful—for an employer, labor union or employment agency to: 1. Deny any person an equal opportunity to obtain employment, to be promoted and to be accorded all other rights to compensation, tenure and other terms, conditions and benefits of employment; 2. Deny membership, rights and privileges in any labor organization; 3. Deny any person equal opportunity to be referred for employment; 4. Refuse to contract or otherwise discriminate in contracting with any independent contractor as defined by Section 404 of the PHRA. It is also unlawful for any person to discriminate against an individual who has filed a complaint with the Commission, or has otherwise participated in any Commission proceeding, or for any person to aid or otherwise discriminate in any of the foregoing.

WHO MAY FILE A COMPLAINT: Complaints may be filed within 180 days of the alleged act of discrimination by any of the following: (1) Any individual who has been discriminated against by an individual or an individual who has filed a complaint with the Commission, or has otherwise participated in any Commission proceeding, or for any person to aid or otherwise discriminate in any of the foregoing; (2) Any individual who has been discriminated against by an individual or an individual who has filed a complaint with the Commission, or has otherwise participated in any Commission proceeding, or for any person to aid or otherwise discriminate in any of the foregoing; (3) Any individual who has been discriminated against by an individual or an individual who has filed a complaint with the Commission, or has otherwise participated in any Commission proceeding, or for any person to aid or otherwise discriminate in any of the foregoing; (4) Any individual who has been discriminated against by an individual or an individual who has filed a complaint with the Commission, or has otherwise participated in any Commission proceeding, or for any person to aid or otherwise discriminate in any of the foregoing.

WHO MUST POST THIS NOTICE: Every employer, labor organization and employment agency subject to the employment provisions of this Act is required by law to post this notice in a conspicuous, easily accessible and well-lighted location customarily frequented by applicants, employees, members, defacing, covering up or destroying this notice is a violation of the Pennsylvania Crimes Code and may subject you to fine or imprisonment.

For further information, write, phone or visit the Pennsylvania Human Relations Commission:
Executive Offices: 333 Market Street, 8th Floor, Harrisburg, PA 17126
(717) 787-4410 • (717) 787-2729 (TTY) or visit us at www.phrc.state.pa.us

To file a complaint, contact the Regional Office nearest you:

Pittsburgh 301 5th Ave., Suite 300 Pittsburgh, PA 15222 (412) 565-5395 (412) 565-5711 (TTY)	Harrisburg 8333 Market Street, 8th Floor Harrisburg, PA 17126 (717) 787-9780 (717) 787-2729 (TTY)	Philadelphia 110 North 8th Street, Suite 501 Philadelphia, PA 19107 (215) 560-2496 (215) 560-3599 (TTY)
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WORKERS' COMPENSATION

REMEMBER: IT IS IMPORTANT TO TELL YOUR EMPLOYER ABOUT YOUR INJURY

The name, address and telephone number of your employer's workers' compensation insurance company, third-party administrator (TPA), or person handling the workers' compensation claims for your company, as shown below.

Employer Name: _____
IF INSURED: (Complete all applicable spaces)
Name of Insurance Company: _____
Address: _____
Telephone Number: _____
Insurer Code: _____

IF SELF-INSURED: (Complete all applicable spaces)
Name of person handling claims at the self-insurer: _____
Address: _____
Telephone Number: _____
Insurer Code: _____

Any Individual filing misleading or incomplete information knowingly and with the intent to defraud is in violation of Section 1102 of the Pennsylvania Workers' Compensation Act, 77 P.S. §1093.2, and may also be subject to criminal and civil penalties under 18 Pa.C.S. §4117 (relating to insurance fraud).

Employee Information

Services Claims Information Services 717-772-3702	Hearing Impaired PA Relay 7-1-1 ra-hw@hempmail.gov	Help Call us at 1-800-333-3333 or visit us at www.phrc.state.pa.us
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PAYDAY NOTICE

Regular Paydays for Employees of _____

(Company Name)
Should be as follows:

<input type="checkbox"/> Weekly	<input type="checkbox"/> Bi-Weekly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Other
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WITHHOLDING STATUS

You may need to check your withholding.

Since you last filed form W-4 with your employer did you...
• Gain or lose a dependent?
• Change your name?
• Were there major changes to your income (such as interest, dividends, capital gains, etc.)?
• Your family started income you or your spouse worked or ended a job?

My Tax Withholding(s), or use the Withholding Calculator at www.irs.gov/individuals on the IRS web site.
Employer: Please post or publish this Bulletin Board notice in a conspicuous place in your workplace. Please indicate where you can get forms and answer questions on this subject.
IRS
Department of the Treasury
P.O. Box 20609
Washington, DC 20020

EQUAL PAY LAW

Must be posted in a conspicuous place in every Pennsylvania business governed by the Equal Pay Law

Abstract of the Equal Pay Law

The Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in employment. If you believe you've been discriminated against at work or in applying for a job, the EEOC may be able to help.

Who is Protected?
• Employees (current and former), including full-time or part-time employees
• Job applicants
• Contractors and applicants for membership in a union

What Organizations are Covered?
• State and local governments
• Educational institutions (as employers)
• Unions
• Non-profit agencies
• What Types of Employment Discrimination are Illegal?
Under the EEOC's laws, an employer may not discriminate against you, regardless of your race, color, sex, religion, national origin, age, or disability.

What Remedies are Available?
• Back pay
• Reinstatement
• Damages
• Attorney's fees
• Injunctive relief
• Civil penalties

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PUBLIC ACCOMMODATION

COMMONWEALTH OF PENNSYLVANIA HUMAN RELATIONS COMMISSION
PUBLIC ACCOMMODATION PROVISIONS PENNSYLVANIA HUMAN RELATIONS ACT
(Act of October 27, 1955, PL 744, as Amended)

Under this Act, a public accommodation is any accommodation which is open to or solicits the patronage of the general public, including government services. It is unlawful for any owner, lessee, proprietor, manager, superintendent, agent, or employee of any public accommodation to refuse to accept, or to discriminate against, any individual on the basis of race, color, religion, sex, ancestry, national origin, disability, known association with a person with a disability, use of guide or support animal due to blindness, deafness or physical disability or because the user is a handler or trainer of such animals. This notice, which has been prepared by the Pennsylvania Human Relations Commission, must be posted by the owner, lessee, proprietor, manager, superintendent, agent, or employee of any public accommodation. Notices must be posted conspicuously in a readily accessible and well-lighted places at the public accommodation, where they may be readily seen by those seeking or granting any of the accommodations, advantages, facilities or services of such public accommodation. This notice shall constitute a separate notice.

WARNING: Removing, defacing, covering up or destroying this notice is a violation of the Pennsylvania Crimes Code and may subject you to fine or imprisonment.

Executive Offices: 333 Market Street, 8th Floor • Harrisburg, PA 17126-0333
(717) 787-4410 • (717) 787-2729 (TTY) • www.phrc.state.pa.us

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EEOC - KNOW YOUR RIGHTS: WORKPLACE DISCRIMINATION IS ILLEGAL

Know Your Rights: Workplace Discrimination is Illegal

The U.S. Equal Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in employment. If you believe you've been discriminated against at work or in applying for a job, the EEOC may be able to help.

Who is Protected?
• Employees (current and former), including full-time or part-time employees
• Job applicants
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• State and local governments
• Educational institutions (as employers)
• Unions
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• What Types of Employment Discrimination are Illegal?
Under the EEOC's laws, an employer may not discriminate against you, regardless of your race, color, sex, religion, national origin, age, or disability.

What Remedies are Available?
• Back pay
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• Civil penalties

FEDERAL MINIMUM WAGE

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS

Protected Veterans Status: The Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA) (52 U.S.C. 6212) prohibits employment discrimination against, and requires affirmative action to recruit, employ, and advance in the workplace, individuals who are members of certain protected classes. Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under VEVRAA should contact the Federal Agency or Department of Labor and an OFCCP's Contract Compliance Office (CCO) at www.dol.gov/agencies/eo-offices/ofccp.

The Office of Federal Contract Compliance Programs (OFCCP)
U.S. Department of Labor
500 Constitution Avenue, N.W.
Washington, DC 20370
1-800-393-6231 (toll free)

If you are deaf, hard of hearing, or have a speech disability, please dial 7-1-1 to access telecommunications relay services. OFCCP may also be reached by submitting a question online to OFCCP's Help Desk at www.ofccp.gov, or by calling an OFCCP regional office or district office, listed in most Federal Acquisition Regulation (FAR) solicitations. Government contractors and subcontractors should contact immediately the Department of Labor and an OFCCP's Contract Compliance Office (CCO) at www.dol.gov/agencies/eo-offices/ofccp.

FEDERAL MINIMUM WAGE \$7.25

Effective July 24, 2009

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

OVERTIME: At least 1 1/2 times your 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 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 non-hazardous, non-manufacturing, non-mining, non-logging, and 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 against the minimum wage. The minimum wage must be paid to tipped employees a cash wage of at least \$2.13 per hour. If they 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 employee to express breast milk for her nursing child for a consecutive time of the child's nursing time during each workday. The break time must be unpaid, unless the employer elects to pay for the break. Employers must 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 in private.

ENFORCEMENT: The Department has authority to recover back wages and civil penalties for each violation of the law. 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 child labor provisions. Heightened civil money penalties may be assessed for each child labor violation that results in the death or injury of any 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.

ADDITIONAL INFORMATION:
• Certain overtime and attachment are exempt from the minimum wage, and/or overtime pay provisions. Certain narrow exemptions also apply to the pump at work requirements.
• Some states have enacted laws that are more restrictive than the FLSA of the North Mariana Islands, and the Commonwealth of Puerto Rico.
• Some states have enacted laws that are more restrictive than the FLSA of the minimum wage and overtime pay provisions. Certain narrow exemptions also apply to the pump at work requirements.
• Some employers incorrectly classify workers as "independent contractors" to avoid the FLSA's minimum wage and overtime pay provisions. The Department has authority to determine the difference between the two because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and benefits, while independent contractors are not. If you believe you have been misclassified, you should contact the Department of Labor and an OFCCP's Contract Compliance Office (CCO) at www.dol.gov/agencies/eo-offices/ofccp.

WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR
1-866-487-9243
www.dol.gov/agencies/whd
WH1420 REV 02/22

FMLA - FAMILY AND MEDICAL LEAVE ACT

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's Wage and Hour Division (WHD) enforces the FMLA for most employers.

Eligible employees can take up to 12 workweeks of FMLA leave in a 12-month period. This leave is added to or substituted for accrued sick or vacation leave.

• 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 foreign deployment of your spouse, child or parent who is a military servicemember.

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

You have the right to use FMLA leave in one block or 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 hours each day or week. FMLA leave is not paid leave, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

How do I 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 for at least 12 months.
- You have at least 1,250 hours of service for your employer during the 12 months before you leave, and
- Your employer has at least 50 employees within 75 miles of your work location.

Airline flight crew employees have different rules 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 school or other educational institution.
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title I of the FMLA administered by the Office of Personnel Management.

How do I take FMLA leave? Generally, you request FMLA leave you must:

- Follow your employer's normal policies for requesting leave.
- Give notice at least 30 days before your need for FMLA leave, or
- If that's not possible, give notice as soon as practicable.

You do not have to share a medical diagnosis but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You must also inform your employer if FMLA leave was previously taken or if you have any other FMLA leave available.

Your employer may require certification from a health care provider to verify medical leave and the need for continuation of a qualifying reason for FMLA leave.

The FMLA does not affect any federal or state law prohibiting discrimination or providing any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

When does my employer need to do? If you are eligible for FMLA leave, your employer must:

- Allow you to take job-protected time off work for a qualifying reason.
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your 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 exercising FMLA leave or for your employer's paid leave policy covers the reason for which you need FMLA leave.

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 job-protected leave.

Where can I find more information?
• The FMLA-87-2043 leave form. 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 in federal court.

Scan the QR code to learn about our WHD compliance form.

PENNSYLVANIA WORKER AND COMMUNITY RIGHT TO KNOW ACT

EMPLOYEE WORKPLACE NOTICE | PUBLIC SECTOR
Pennsylvania Worker and Community Right to Know Act

The Pennsylvania Worker and Community Right to Know Act requires that information about hazardous substances in the workplace and in the environment is available to public sector employees and employees of private sector workplaces not covered by the Federal Occupational Safety and Health Administration (OSHA) Hazard Communication Act (HCSA) under the 1910.1200 or by the Mine Safety and Health Administration (MSHA) and Regulations. For additional information, contact the Department of Labor & Industry, Bureau of Workers' Compensation, Health & Safety Division, 651 Boas Street, Harrisburg, PA 17121-0750, or phone 717-732-6335, or by e-mail whd@pa.gov.

Employee Workplace Notice: Public sector employees (including state and local government agencies and public schools and public universities) and private sector employees not covered by the OSHA Hazard Communication Standard must post this notice informing employees of their rights under the law. This notice must be posted prominently in the workplace at a location where employee notices are normally posted.

Training: Public sector employees and private sector employees not covered by the OSHA Hazard Communication Standard must provide an annual education and training program to employees exposed to hazardous substances. This training must be presented either in written form or in training sessions.

Hazardous Substance Survey Form: The Hazardous Substance Survey Form (HSSF) provides an inventory of the hazardous substances found in the workplace during an annual survey. Public sector employees and private sector employees not covered by the OSHA Hazard Communication Standard must update a Safety Data Sheet (SDS) provided detailed information about a hazardous substance. In public sector workplaces and private sector workplaces not covered by the OSHA Hazard Communication Standard, an SDS must be accessible in the work area where the hazardous substance it describes is used. SDSs must be readily available to employees without the intervention or permission of management or supervisors, and any employee may obtain and examine an SDS for any hazardous substance in the workplace. If an employee's request to obtain a copy of an SDS is denied, the employer fails to furnish the employee with an SDS in the employer's possession or fails to provide the employee with proof of the employer's effort to obtain an SDS in the workplace, and must provide a copy of an SDS to the employee from the Department of Labor & Industry, the requesting employee may refuse to work with the substance.

Environmental Hazard Survey Form: The Environmental Hazard Survey Form (EHSF) provides information about any environmental hazards emitted, discharged or disposed of from the workplace. All employees are required to complete an EHSF when and requested to do so by the Department of Labor & Industry. If an EHSF has been completed by a public sector employer or a private sector employer not covered by the OSHA Hazard Communication Standard, a copy must be provided to a worker upon request.

Labeling: All containers and ports of pipelines of hazardous and non-hazardous substances in public sector workplaces and private sector workplaces not covered by the OSHA Hazard Communication Standard must be properly labeled. Employees must ensure that each label, sign, placard or other operating instruction is prominently displayed and that the label, sign, placard or other operating instruction is prominently and easily identified by the employees.

Access to Information: Public sector employees and private sector employees not covered by the OSHA Hazard Communication Standard must maintain and allow employee access to records of employee chemical exposure to the extent required by OSHA under 29 CFR 1910.1200 or by the Mine Safety and Health Administration under 30 CFR 70.210 and 71.210.

Non-Compliance: If a public sector employer or an employee of a private sector workplace not covered by the OSHA Hazard Communication Standard believes that he or she has been discharged, disciplined or discriminated against by an employer for exercising his or her rights granted under the Pennsylvania Worker and Community Right to Know Act, that employer has 180 days from the date of the alleged violation to file a written complaint with the Department of Labor & Industry, Bureau of Workers' Compensation.

Auxiliary aids and services are available upon request to individuals with disabilities. Equal Opportunity Employer/Program

UNEMPLOYMENT COMPENSATION

PENNSYLVANIA UNEMPLOYMENT COMPENSATION

Under the provisions of the Pennsylvania Unemployment Compensation (UC) Law, I am registered with the Pennsylvania Department of Labor & Industry as:

EMPLOYER NAME _____

ADDRESS _____

PA UC ACCOUNT NUMBER _____

The UC Law can provide you with an income during periods when you are either partially or totally unemployed through no fault of your own.

If you become UNEMPLOYED or your HOURS ARE REDUCED due to LACK OF WORK, the company, department, agency, commission, or bureau where you worked may provide you with a completed Form UC-1609. How to Apply for Unemployment Compensation (UC) Benefits.

IMPORTANT

Your UC application will be dated effective the date that you actually file the application for unemployment benefits. You may file a new application or reopen an existing claim during the first week in which you are unemployed, or that your hours are reduced, or your wages are reduced, or your eligibility if you are filed the first week you are unemployed.

NOTE: To file an application for UC benefits, you will need to provide your:
• Social Security Number
• Alien registration number (if not a U.S. citizen)
• Complete mailing and home address
• Name, address, and account number of employer(s) from Form UC