Employers must post this notice where employees can read it.

### Wage and Overtime Laws Workers must be paid the Washington minimum wage

- paid at least the minimum wage for all hours worked.
- Workers who are 14 or 15 may be paid 85% of the
- minimum wago Tips cannot be counted as part of the minimum wage.
- Overtime pay is due when working more than 40 hours Most workers must be paid one and one-half times their regular rate of pay for all hours worked over 40 in a fixed

### **Workers Need Meal and Rest Breaks**

Most workers are entitled to a 30-minute unpaid meal period if working more than five hours in a day. If you must remain on duty during your meal period, you must be paid for the 30 minutes. Agricultural workers are entitled to a second 30-minute unpaid meal period if they work more than 11 hours in a day. Learn more at www.Lni.wa.gov/workersrights/workplace-policies/rest-breaks-meal-periods-and-

### Breaks

seven-day workweek.

- Most workers are entitled to a 10-minute paid rest break
- three hours without a break
- If you are under 18, see "Teen Corner" at right.

### Regular Payday

Workers must be paid at least once a month on a regularly scheduled payday. Your employer must give you a pay statement showing the number of hours worked, rate of pay, number of piece work units (if piece work), gross pay, the pay period and all deductions taken.

For more information regarding authorized deductions, go to www.Lni.wa.gov/workers-rights/wages/getting-paid and click on "Paycheck deductions."

### Equal Pay and Opportunities Act

Under this law, your employer is prohibited from providing unequal pay or career advancement opportunities based on gender. You also have the right to disclose, compare, or discuss your wages or the wages of other employees. Your employer cannot take any adverse action against you for discussing wages, filing a complaint, or exercising other protected rights under the Equal Pay and Opportunities Act. Employers also are prohibited from requesting a job applicant's wage or salary nistory, except under certain circumstances, and cannot require an applicant's wage or salary history meet certain criteria. Job applicants also have the right to certain salary information if for sick family ne employer has 15 or more employees. For more information

- The minimum age for work is generally 14, with different rules for ages 14-15 and ages 16-17.
- Employers must have a minor work permit to employ teens. This requirement applies to family members except on family
- sign the Parent Authorization for Summer Work form. If you
- Work hours are limited for teens, with more restrictions on

### Meal and rest breaks for teens

- 30 minutes if working more than five hours, and a 10-minute
- In all other industries, teens who are 16 or 17 must have a 30-minute meal period if working more than five hours, and a 10-minute paid break for each four hours worked. They must have the rest break at least every three hours. Teens who are 14 or 15 must have a 30-minute meal period no later than the end of the fourth hour, and a 10-minute paid
- break for every two hours worked.

TeenWorkers, 1-866-219-7321, TeenSafety@Lni.wa.gov.

on the 90th calendar day of employment. Employers must provide employees with a statement that includes their accrued, used and available hours of this leave at least once per month. This information may be provided on your regular pay statement or as a separate notification. Workers must be allowed to carry over a minimum of 40 hours of any unused paid sick leave to the following year. For details on authorized use, accrual details, and eligibility, see www.Lni.wa.gov/SickLeave.

provided paid leave (sick, vacation, certain short-term isability plans, or other paid time off) to care for:

- · A child with a health condition requiring treatment or supervision: A spouse, parent, parent-in-law, or grandparent with a serious health condition or an emergency health condition; and
- For more information, see www.Lni.wa.gov/workersrights/leave/family-care-act.

### Leave for victims of domestic violence,

reasonable leave from work for legal or law enforcement assistance, medical treatment, counseling, relocation, meetings with their crime victim advocate, or to protect their safety. Employers are also required to provide reasonable safety accommodations to victims. For more information, see www.Lni.wa.gov/DV Leave.

personnel who receive notice to deploy or who are on leave rom deployment during times of military conflict may take a total of 15 days unpaid leave per deployment. Your employer may not fire or retaliate against you for

PUBLICATION F700-074-000 [10-2021]

### Administered by other agencies

Washington Employment Security Department. Washington offers paid family and medical leave benefits to workers. This insurance program is funded by premiums paid by both employees and many employers. Workers are allowed to take up to 12 weeks, as needed, when they welcome a new child into their family, are struck by a serious illness or injury, need to take care of an ill or ailing relative, and for certain military connected events. As directed by the Legislature, premium assessment started on Jan. 1, 2019. For more information,

Pregnancy disability leave: Enforced by the Washington State Human Rights Commission under the Washington State Law Against Discrimination (WLAD). www.hum.wa.gov or 1-800-233-3247

U.S. Department of Labor. Eligible employees can enforce their right to protected family and medical leave under the FMLA by contacting the Department of Labor at www.dol.gov/whd/fmla or 1-866-487-9243.

### Need more information? Questions about filing a worker rights complaint?

- Call: 1-866-219-7321.toll-free Visit: www.Lni.wa.gov/Office:
- Email: ESgeneral@Lni.wa.gov

Go to www.Lni.wa.gov/RequiredPosters to learn more about workplace posters from L&I and other government agencies.

### Human trafficking is against the law

Resource Center at 1-888-373-7888, or the Washington State Office of Crime Victims Advocacy at 1-800-822-1067.

Upon request, foreign language support and formats for persons with disabilities are available. Call 1-800-547-8367. TDD users, call 711. L&I is an equal opportunity employer.

# **Job Safety and Health Law**

(Chapter 49.17 RCW)

All workers have the right to a safe and healthy workplace.

### **Employees** — Your employer must protect you from hazards you encounter on the job, tell you about them and provide training.

### You have the right to:

- Notify your employer or L&I about workplace hazards. You may ask L&I to keep your name confidential.
- Request an L&I inspection of the place you work if you believe unsafe or unhealthy conditions exist. You or your employee representative may participate in an inspection, without loss of wages or benefits.
- Get copies of your medical records, including records of exposures to toxic and harmful substances or conditions.
- · File a complaint with L&I within 90 days if you believe your employer fired you, or retaliated or discriminated against you because you filed a safety complaint, participated in an inspection or any other safety-related activity.
- Appeal a violation correction date if you believe the time allowed on the citation is not reasonable.

The law requires you to follow workplace safety and health rules that apply to your own actions and conduct on the job.

**Employers** — You have a legal obligation to

that could cause employees serious harm or death.

### Actions you must take

- Comply with all workplace safety and health rules that apply to your business, including developing and implementing a written accident prevention plan (also called an APP or safety program).
- Post this notice to inform your employees of their rights and responsibilities. Prior to job assignments, train employees how to prevent
- hazardous exposures and provide required personal protective
- Allow an employee representative to participate in an L&I safety/ health inspection, without loss of wages or benefits. The L&I inspector may talk confidentially with a number of employees.
- If you are cited for safety and/or health violations, you must prominently display the citation at or near the place of the violation for a minimum of seven working days, excluding weekends and holidays. It must remain posted until all violations have been corrected.

Firing or discriminating against any employee for filing a complaint or participating in an inspection, investigation, or opening or closing conference is illegal.

### Employers must report all deaths, in-patient hospitalizations, amputations or loss of an eye.

Report any work-related death or in-patient hospitalization to L&I's Division of Occupational Safety and Health (DOSH) within 8 hours. Report any work-related non-hospitalized amputation or loss of an eye to DOSH within 24 hours.

- For any work-related death, in-patient hospitalization, amputation or loss of an eye, you must report the following information to DOSH
- Employer contact person and phone number.
- Name of business.
- Address and location where the work-related incident occurred
- Date and time of the incident. Number of employees and their names.
- Brief description of what

# and Health (DOSH)

This poster is available free from L&I at

www.Lni.wa.gov/RequiredPosters.

## Training and resources to promote safe workplaces.

Free assistance from the Division of Occupational Safety

- On-site consultations to help employers identify and
- Division of Occupational Safety and Health

# **EMPLOYEE POLYGRAPH PROTECTION ACT**

The Employee Polygraph Protection Act

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

ny employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against an employee or

the law does not apply to tests given by the Federal Government to 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 disp The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvemen

collective bargaining agreement which is more restrictive with respect to

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

also bring their own court actions.



contractor's legal duty to furnish information. 41 CFR 60-1.35(c)



# 2023-2024 Poster Presented By:







## www.approachms.com

Your Rights as a Worker

Paid Family and Medical Leave: Administered by

Family and Medical Leave Act: Administered by the

## Online: www.Lni.wa.gov/workers-rights

About required workplace posters

For victim assistance, call the National Human Trafficking

# **EMPLOYEE RIGHTS**

rights under the Act Federal, State and local governments are not affected by the law, Also,

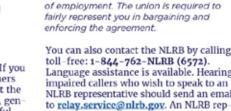
economic loss to the employer. The law does not preempt any provision of any State or local law or any

ENFORCEMENT The Secretary of Labor may bring court actions to restrain violations and

### **PAY TRANSPARENCY** NONDISCRIMINATION PROVISION

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the

have been violated, you should contact the NLRB promptly to protect your rights, ger erally within six months of the unlawful ctivity. You may inquire about possible violations without your employer or anyone else being informed of the inquiry. Charge: may be filed by any person and need not be filed by the employee directly affected by the violation. The NLRB may order an employer to rehire a worker fired in viola on of the law and to pay lost wages and benefits, and may order an employer or union to cease violating the law. Employee should seek assistance from the nearest regional NLRB office, which can be found on the Agency's website: www.nlrb.gov.





illegal for a union or for the · Prohibit you from soliciting for a union during non-work time, such as before or after work or during break times; or from distributing union

Under the NLRA, it is illegal

- such as parking lots or break grievance because you have Question you about your union support or activities in a manner that discourages
  - you from engaging in that Fire, demote, or transfer you, or reduce your hours

or change your shift, or

- against you because of your union-related activity. Take other adverse action against you based on whether you have joined or support the union.
- o act as your collective bargaining Threaten to close your are required to bargain in good faith in a genuine effort to reach a written, binding workplace if workers choose agreement setting your terms and conditi a union to represent them.

Promise or grant

- promotions, pay raises, or other benefits to discourage or encourage union support. Prohibit you from wearing union hats, buttons, t-shirts,
- Spy on or videotape

most private-sector employers. Excluded fron overage under the NLRA are public-sector NLRA may be covered).

BENEFITS if you lose your job www.esd.wa.gov to apply and

UNEMPLOYMEN

You may be eligible for

Your Social Security number.

in the last 18 months. Dates you started and stopped working for each employe

Reasons you left each job. Your alien registration number if you are not a U.S. citizen.

Your Washington State ID or License, if applicable. If you were in the military within the last 18 months, we will also ask ou to fax or mail us a copy of your discharge papers (Form DD2) 4

The fastest way to apply is online at esd.wa.gov f you don't have a home computer, you can access one at a

If you can't apply online, try contacting us over the phone Call 800-318-6022. Persons with hearing or speaking impairments can all Washington Relay Service 711. We are available to help you Monday

You must look for work each week that you claim benefits risit WorkSource to find all the FREE resources you need to find a job. rese include workshops, computers, copiers, phones, fax machines,

nternet access, and job listings. Log onto WorkSourceWA.com to find

may qualify for partial unemployment benefits.



relationships. If you are experiencing harm or need advice, call the National Domestic Violence

help. Find out more about what kind of help is

Every worker is entitled to workers' compensation benefits You cannot be penalized or discriminated against for filing a

Your employer is insured through the Department of Labor & Industries' workers' compensation program. If you are injured on the job or develop an occupational disease, you

compensation program. Disability income. If your work-related medical condition

Vocational assistance. Under certain conditions, you may e eligible for help in returning to work.

returning to work may qualify you for a disability pension. Death benefits for survivors. If a worker dies, the surviving spouse or registered domestic partner and/or dependents

### About required workplace posters

workplace posters from L&I and other government agencies.

PUBLICATION F242-191-909 [12-2012]

- Names and addresses of everyone you worked for

experience long wait times.

If you have been unemployed due to a work-related injury



# veryone should be free to make their own choices Hotline. You can reach their advocates 24/7/365

You can also find a program in your area that can

# **Notice to Employees**

are entitled to workers' compensation benefits. Benefits include

prevents you from working, you may be eligible for benefits to partially replace your wages.

Pensions. Injuries that permanently keep you from

# Go to www.Lni.wa.gov/Required Posters to learn more about

Upon request, foreign language support and formats for persons

# To apply for unemployment, you will need

- Your SF8 and SF50 (if you worked for the Federal Government in the last 18 months).
- member 4 or higher).

## WarkSource center or your local library

hrough Friday 8 a.m. to 4 p.m., except on state holidays. You may

or non-work-related illness or injury and are now able to wor again, you may be eligible for Temporary Total Disability (TTD) more information, please refer to the Handbook for

implayers are legally required to post this notice in a place onvenient for employees to sead (see RCW 50,20.140).

Learn more and apply at paidleave.wa.gov

Know Your Rights:
Workplace Discrimination is Illegal The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from

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

and temporary employees

Who is Protected?

Job applicants

a job, the EEOC may be able to help

former), including managers applicants for membership

What Types of Employment Discrimination

Paid time off.

need it most, so you can focus on what matters.

How it works

Your rights

 $\sim$ 

Peace of mind.

\$1,427 per week.

or (833) 717-2273.

Paid Family and Medical Leave.

call the Ombuds' office at 844-395-6697.

Paid Family and Medical Leave provides paid time off when a serious health

condition prevents you from working, when you need to care for a family member

Nearly every Washington worker—whether you work full time or part time in a

small to large business—is eligible for up to 12 weeks of Paid Family and Medical

Leave. You need to work 820 hours in Washington, or about 16 hours per week,

over the course of about a year. You can get up to 16 weeks if you have family

and medical events in the same year, or up to 18 weeks in some cases. Leave

"claim year," which starts when you apply and then runs for the next 52 weeks.

doesn't have to be taken all at once. You can use these weeks within your

You apply for leave with the Employment Security Department and will get

partial wage replacement, up to 90 percent of your typical pay, capped at

If you meet the requirements, you have the right to take paid time off using

If you qualify for Paid Family and Medical Leave, your employer cannot prevent

of leave, such as sick or vacation days, before or after taking Paid Family and

Medical Leave. The program is funded by premiums shared between workers

and many employers. The premium is 0.8% of your wage. You may pay about

73% of that total, and your employer (if they have 50 or more employees)

To file a complaint against your employer about Paid Family and Medical

Leave, email or call our Customer Care Team at paidleave@esd.wa.gov

You may also contact the Office of the Paid Family and Medical Leave

discrimination in employment. If you believe you've been discriminated against at work or in applying for

pays the rest. A calculator to estimate premiums is available on our website.

Ombuds. The Ombuds is appointed by the governor and serves as a neutral,

independent third party to help workers and employers in their dealings with

the Department. The Office of the Ombuds investigates, reports on and helps

settle complaints about service deficiencies and concerns with the Paid Family

and Medical Leave program. Learn more at www.paidleaveombuds.wa.gov or

you from taking it. Your employer also cannot require you to use other types

When that claim year expires you can then be eligible for leave again.

or a new child, or for certain military-related events. It's here for you when you

Under the EEOC's laws, an employer may not discriminate against you, regardless of your immigration status, on the bases of: Color · Religion · National origin

and related condition

sexual orientation, or

gender identity)

. Age (40 and older)

Disability

are Illegal?

held religious belief, a charge, or participating in a observance or practice investigation or proceeding. Genetic Information (including employer request What can You Do if You Believe Discrimination

as Discriminatory?

Harassment (including

unwelcome verbal or

physical conduct)

. Hiring or promotion

. Pay (unequal wages or

Assignment

compensation)

Failure to provide

All aspects of employment, including:

Discharge, firing, or lay-off
 Job training

What Employment Practices can be Challenged

Classification

. Obtaining or disclosing

genetic information of

Requesting or disclosing medic

. Conduct that might reasonab

Information of employees

• Referral

discrimination (180 or 300 days, depending on where you live, work). You can reach the EEOC in any of the following ways: Submit an inquiry through the EEOC's public portal:

Call 1-800-669-4000 (toll free) 1-800-669-6820 (TTY) 1-844-234-5122 (ASL video phone)

E-Mail Info@eeoc.gov

www.eeoc.gov/field-office)

including information about filing a



MPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) enforces the nondiscrimination and affirmative action commitments of companies doing business

subcontract, you are protected under Federal law from

discrimination on the following bases:

Gender Identity, National Origin Executive Order 11246, as amended, prohibits employment discrimination by Federal contractors 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.

Asking About, Disclosing, or Discussing Pay

Executive Order 11246, as amended, protects applicants and

### employees of Federal contractors from discrimination based on inquiring about, disclosing, or discussing their compensation or compensation of other applicants or employees.

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discri in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employm by Federal contractors. Disability discrimination includes no 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 to the employer. Section 503 also requires that Federal contractors take affirmative action to employ and

at all levels of employment, including the executive level.

### PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

of 1964, as amended, Title VI of the Civil Rights Act of 1964, a 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

www.pitb.com

### Leave Laws Paid sick leave

Washington State Department of Labor & Industries

# Most workers earn a minimum of one hour of paid sick leave for every 40 hours worked. This leave may be used beginning

### Washington Family Care Act: Use of paid leave to care Employees are entitled to use their choice of any employer

■ Children 18 years and older with disabilities that make them incapable of self-care

Victims and their family members are allowed to take

Leave for military spouses during deployment Spouses or registered domestic partners of military

exercising your rights or filing a complaint related to minimum wage, overtime, paid sick leave or protected leave.

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER

the strike or the picketing. Choose not to do any of these activities, including joining or remaining a member of a union.

the right to:

Organize a union to

concerning your wages,

negotiate with your employer

hours, and other terms and

conditions of employment

Form, join or assist a union.

Bargain collectively through

representatives of employees

own choosing for a contract

with your employer setting

your wages, benefits, hours,

other means, raising work-

related complaints directly

with your employer or with

a government agency, and

seeking help from a union.

Strike and picket, depending

on the purpose or means of

uctions on how to schedule a relay

If you and your coworkers select a union

**SCAN TO LEARN MOR** 

for your employer to:

literature during non-work time, in non-work areas,

criticized union officials or because you are not a discriminatory standards o

> a union, or because you engage in concerted activity for mutual aid and protection

and pins in the workplace except under special circumstances. gatherings or pretend to do so

# It's the law! Employers must post this notice where employees can read it.

choose any health-care provider who is qualified to treat your injury. For ongoing care, you must be treated by a doctor in the L&I medical network. (Find network providers at www.Lni.wa.gov/FindADoc.)

your work-related injury or condition. The first step in filing a workers' compensation (industrial insurance) claim online with FileFast (www.Lni.wa.gov/FileFast), by phone at 1-877-561-FILE, or on paper in your doctor's office. Filing

Qualified health-care providers include: medical, osteopathic,

chiropractic, naturopathic and podiatric physicians; dentists;

optometrists; ophthalmologists; physician assistants; and

Report your injury to:

Helpful phone numbers:

### for, or purchase, use, or disclosure of genetic test entact the EEOC promptly if you suspect discrimination. Do no Sex (including pregnancy medical history) delay, because there are strict time limits for filing a charge of

· Retaliation for filing a

charge, reasonably

opposing discriminati

discrimination lawsuit.

or participating in a

https://publicportal.eeoc.gov/Portal/Login.aspx investigation, or proceeding.



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.

otherwise opposes discrimination by Federal contractors

e Vietnam Era Veterans' Readjustment Assistance Act of 1974

amended, 38 U.S.C. 4212, prohibits employment discrimination

U.S. Department of Labor 200 Constitution Avenue, N.W. Washington, D.C. 20210 1-800-397-6251 (toll-free)

Government, Department of Labor and on OFCCP's "Contact Us webpage at https://www.dol.gov/agencies/ofccp/contact.

prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal

prospective employee for refusing to take a test or for exercising other

WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.

This is an official Government Notice and must not be defaced by anyone.

or because you choose not to engage in any such activity.

peaceful union activities and

mployees, agricultural and domestic worker ident contractors, workers employed b a parent or spouse, employees of air and rai

with disabilities are available. Call 1-800-547-8367. TDD users, call 360-902-5797. L&I is an equal opportunity employer.

Report your injury. If you are injured, no matter how minor the injury seems, contact the person listed on this poster. Get medical care. The first time you see a doctor, you may

ears following the date you are advised by a health-care

provider in writing that your condition is work related.

charge of discrimination, is available at www.eeoc.gov.

Race, Color, Religion, Sex, Sexual Orientation, Retaliation Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or

under these Federal laws.

If you are deaf, hard of hearing, or have a speech disability, please dia 7—1—1 to access telecommunications relay services. OFCCP may also be contacted by submitting a question online to OFCCP's Help Desk at https://ofccphelpdesk.dol.gov/s/, or by calling an OFCCP regional

Race, Color, National Origin, Sex Individuals with Disabilities

> in any program or activity which receives Federal financial assistant 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.

**Protected Veteran Status** with the Federal Government. If you are applying for a job with, against, and requires affirmative action to recruit, employ, and or are an employee of, a company with a Federal contract or

> Any person who believes a contractor has violated its ondiscrimination or affirmative action obligations under OFCCP's authorities should contact immediately: The Office of Federal Contract Compliance Programs (OFCCP)

In addition to the protections of Title VII of the Civil Rights Act Section 504 of the Rehabilitation Act of 1973, as amended, oits employment discrimination on the basis of disabilit

> of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing

In agricultural work, teens of any age get a meal period of

To find out more about teens in the workplace: www.Lni.wa.gov/

It's the law! Employers must post this notice where employees can read it.

protect employees on the job.

fix hazards, and risk management help to lower your workers' compensation costs.

PUBLICATION F416-081-909 [07-2022]

## Teen Corner — Information for Workers Ages 14–17

- work during the school year, a parent and a school official must sign the Parent/School Authorization form. Many jobs are not allowed for anyone under 18 because they
- break within each four-hour period of work. paid break for each four hours worked.

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

may take leave intermittently or on a reduced schedule

equivalent pay, benefits, and other employment terms and conditions.

Have worked for the employer for at least 12 months:

Have at least 1,250 hours of service in the 12 months before taking leave;\* and

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

**EMPLOYEE RIGHTS** 

 The birth of a child or placement of a child for adoption or foster care; To bond with a child (leave must be taken within one year of the child's birth or placement): To care for the employee's spouse, child, or parent who has a qualifying serious health condition;

For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;

For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse,

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness. An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies. While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA. An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or

will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or

employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and

responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with

\*Special "hours of service" requirements apply to airline flight crew employees. Generally, employees must give 30-days' 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 as possible and, generally, follow the employer's usual procedures. Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine

continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required. Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights



Employees covered by the NLRA\* are protected from certain types of employer and union misconduct. This Notice gives you general information about your rights, and about the obligations of employers and unions under the NLRA. Contact the National Labor Relations Board, the Federal agency that investigates and resolves complaints

otherwise take adverse action against you, or threaten to take any of these actions, because you join or support

The National Labor Relations Act covers

claim. For more information, call toll-free 1-800-547-8367. If a job injury occurs

Partial disability benefits. You may be eligible for a monetary award to compensate for the loss of body functions.

advanced registered nurse practitioners. Medical care. Medical expenses resulting from your workplace injury or disease are covered by the workers' Tell your health-care provider and your employer about

may receive a pension.

On the Web: www.Lni.wa.gov

What you should do

is to fill out a Report of Accident (ROA). You can do this online or by phone speeds the claim and reduces hassle. File your claim as soon as possible. For an on-the-job

(Your employer fills in this space.)

Where to report:

Any local L&I office or

■ 1-800-423-7233, press

1 (available 24/7)

www.smartwa.org

www.Lni.wa.gov/go/F416-081-909 | 1-800-423-7233 Upon request, foreign language support and formats for persons with disabilities are available. Call 1-800-547-8367. TDD users, call 711. L&I is an equal opportunity employer.

# farms. Teens do not need a work permit

 Teens are required to have authorization forms signed before they begin working. For summer employment, parents must

sexual assault or stalking work hours during school weeks.

see www.paidleave.wa.gov.

ELIGIBILITY

**EMPLOYER** 

RESPONSIBILITIES

**ENFORCEMENT** 

LEAVE

**LEAVE** 

**ENTITLEMENTS** 

**BENEFITS &** 

PROTECTIONS

REQUIREMENTS

REQUESTING

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as

For additional information or to file a complaint:

U.S. Department of Labor | Wage and Hour Division

**FEMPLOYEE RIGHTS** 

**UNDER THE NATIONAL LABOR RELATIONS ACT** 

The NLRA guarantees the right of employees to organize and bargain collectively

union that represents you

in bargaining with your

Threaten you that you will

lose your job unless you

support the union.

Refuse to process a

employer to:

with their employers, and to engage in other protected concerted activity.

1-866-4-USWAGE (1-866-487-9243) TTY: 1-877-889-5627 www.dol.gov/whd

under the NLRA, using the contact information supplied below, if you have any questions about specific rights that may apply in your particular workplace. Under the NLRA, you have Under the NLRA, it is

member of the union. and other working conditions. Use or maintain Discuss your terms and conditions of employment procedures in making job or union organizing with your referrals from a hiring hall. co-workers or a union. Cause or attempt to cause Take action with one or more an employer to discriminate co-workers to improve your working conditions by, among

Illegal conduct will not be permitted. If you

iers covered by the Railway Labor Act, and supervisors (although supervisors that have be inated against for refusing to violate th Technical Revision Date: 05/02/2

Ambulance

vailable at wscadv.org/get-help-now

injury, you must file a claim and the Department of Labor & Industries (L&I) must receive it within one year after the day the injury occurred. For an occupational disease, you must file a claim and L&I must receive it within two

■ Most workers who are 16 years of age or older must be See www.Lni.wa.gov/MinWage.

Employers must pay all tips to employees. or to file a complaint, go to www.Lni.wa.gov/EqualPay.

Meal period

### for each four hours worked and must not work more than Agricultural workers must have a 10-minute paid rest

# Pay Requirements