

**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 1½ times the regular rate of pay for all hours worked over 40 in a workweek.

**CHILD LABOR**  
An employee must be at least 16 years old to work in most non-farm jobs, and at least 18 to work in non-farm jobs deemed hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hour restrictions. Different rules apply in agricultural employment.

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

**NURSING MATTERS**  
The FLSA requires employers to provide reasonable break time for a nursing mother whose employee is subject to the FLSA overtime requirements in order for the employee to express breast milk for her nursing child for one year after the child's birth each time.

such employee has a need to express breast milk. Employers are also required to provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by the employee to express breast milk.

**ENFORCEMENT**  
The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and/or recommend criminal prosecution. Employers may be assessed civil penalties for each willful or repeated violation. In the minimum wage or overtime pay provisions of the law, civil 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 serious injury of any minor employee, and such assessments may be doubled when the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding under the FLSA.

**ADDITIONAL INFORMATION**

- Certain occupations and establishments are exempt from the minimum wage, and overtime pay provisions.
- Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico.
- Some state laws provide greater employee protections; employers must comply with the more protective law.
- Some employers incorrectly classify workers as "independent contractors" when they are actually employees under the FLSA. It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and correctly classified independent contractors are not.
- Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.

1-866-487-9243  
TTY: 1-877-889-5627  
[www.dol.gov/whd](http://www.dol.gov/whd)

REV. 07/2016

**FED**

**EMPLOYEE RIGHTS**

**EMPLOYEE POLYGRAPH PROTECTION ACT**

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

**PROHIBITIONS**  
Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from 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 individuals engaged in national security-related activities.

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

**WHD**

DEPARTMENT OF LABOR  
UNITED STATES OF AMERICA

**WAGE AND HOUR DIVISION**  
UNITED STATES DEPARTMENT OF LABOR

1-866-487-9243  
TTY: 1-877-889-5627  
[www.dol.gov/whd](http://www.dol.gov/whd)

REV. 07/2016

**MA**

**Wage and Hour Laws**

**Office of Massachusetts Attorney General**  
**Maura Healey**

OFFICE OF THE ATTORNEY GENERAL  
COMMONWEALTH OF MASSACHUSETTS  
[www.mass.gov/ago/fairlabor](http://www.mass.gov/ago/fairlabor)

**State law requires all employers to post this notice at the workplace in a location where it can easily be read.**  
**M.G.L. Chapter 151, Section 16; 45A C.M.R. 27.07(1)**

**Minimum Wage**

Effective Date	Minimum Wage	Service Rates
January 1, 2017	\$11.00	\$3.75
January 1, 2019	\$12.00	\$4.00
January 1, 2020	\$12.75	\$4.95
January 1, 2021	\$13.50	\$5.55
January 1, 2022	\$14.25	\$6.15
January 1, 2023	\$15.00	\$6.75

In Massachusetts, all workers are presumed to be employees. The minimum wage applies to all employees, except:

- agricultural workers (\$5.00 per hour is the minimum wage for most agricultural workers);
- members of a religious order;
- workers being trained in certain educational, religious, or religious organizations; and
- outside salespeople.

**Tips**  
M.G.L. Chapter 149, Section 152A; M.G.L. Chapter 151, Section 7. The hourly "service rate" applies to workers who provide services to customers and who make more than \$20.00 in tips. The average hourly tips, plus the hourly service rate paid to the worker must add up to the minimum wage (or more).

Managers, supervisors and owners must never take any part of their employees' tips. Tip and service charges listed on a bill must be given only to wait staff, service bartenders, or other service employees. Tip pooling is allowed only for wait staff, service bartenders, and other service employees.

**Overtime**  
M.G.L. Chapter 151, Sections 14 and 18. Generally, employees who work more than 40 hours in any week must be paid overtime. Overtime pay is at least 1.5x the regular rate of pay for each hour worked over 40 in a week.

For some employees who get paid the "Service rate," the overtime rate is 1.5x the basic minimum wage, not the service rate.

Exception: Under state law, some jobs and workplaces are exempt from overtime. For a complete list of overtime exemptions, visit [www.mass.gov/ago/fairlabor](http://www.mass.gov/ago/fairlabor) or call the Attorney General's Fair Labor Division at (617) 727-3465.

**Payment of Wages**  
M.G.L. Chapter 149, Sections 14B, 45A C.M.R. 27.02. Employees must be paid wages, what, and how employees must be paid. An employer's pay (wages) includes payment for all hours worked, including tips, earned vacation pay, promised holiday pay, and earned commissions that are definitely determined, due and payable. Hourly employees must be paid every week on the same day (bi-weekly). The employee will be paid 6 or 7 days after the pay period ends, depending on how many days the employee worked during one calendar week. Employees who must be paid on the last regular pay day or the first Saturday after they quit (if there is no regular pay day). Employees who are fired or laid off must be paid in full on their last day of work.

**Paystub Information**  
M.G.L. Chapter 149, Section 14B. All employers must give a statement, at no cost, with their pay that says the name of the employer and employee, the pay date, the payment (month, day, and year), the number of hours worked, the hourly rate, the hourly rate, and all deductions or increases made during the pay period.

**Pay Deductions**  
M.G.L. Chapter 149, Section 14B; 45A C.M.R. 27.05. An employer cannot deduct money from an employee's pay unless the law allows it (such as state and federal income taxes), or the employee asked for a deduction to be made for the employee's own benefit (such as to pay money aside in the employee's savings account).

An employer cannot take money from an employee's pay for the employer's ordinary business costs (for example, supplies, materials or tools needed for the employee's job). An employer who requires an employee to buy or rent a uniform must refund the actual cost to the employee.

The law also puts limits on when and how much money an employer can take from an employee's pay for housing and meals the employer gives to the employee.

**Hours Worked**  
M.G.L. Chapter 149, Section 14B. An employer's "working time" includes all time that an employee must be at the employer's workplace or other location, and works before and after the actual shift of the employee to complete the work.

**Meal Breaks**  
M.G.L. Chapter 149, Sections 100 and 101. Most employees who work more than 4 hours must get a 30-minute meal break. During their meal break, employees must be free of all duties and free to leave the workplace. If, at the request of the employer, an employee agrees to work or stay at the workplace during the meal break, the employer must not pay for that time.

**Payroll Records**  
M.G.L. Chapter 151, Section 15. Payroll records must include the employee's name, address, job description, annual paid each pay period, and hours worked (each day and week). Employers must keep payroll records for 3 years. Employees have the right to see their own payroll records at reasonable times and places.

**Sick Leave**  
M.G.L. Chapter 149, Section 140C. Most employees have the right to earn 1 hour of sick leave for every 30 hours they work, and they may earn and take up to 40 hours of sick leave a year. Employees begin accruing their sick leave on their first day of work. Employees must have access to their sick leave 90 days after starting work.

Eligible employees may use their sick leave for the effect of their child, spouse, parent, or spouse's parent is sick, injured, or has another medical appointment. They may also use sick leave for themselves or their child to address the effects of domestic violence. Unless it is an emergency, employees must notify the employer before using sick leave. Employees who miss more than 3 days in a row may need to provide their employer a doctor's note.

**Paid Sick Leave**  
Employees with 11 or more employees must provide paid sick leave. Employees with fewer than 11 employees must provide sick leave; however, it does not need to be paid.

**Employers Must Not Discriminate**  
M.G.L. Chapter 149, Section 105A; M.G.L. Chapter 151B, Section 4. Subject to certain limited exceptions, employers must not pay an employee less for doing the same or comparable work as another employee of a different gender. They must not discriminate in hiring, pay or other compensation, or in the terms of employment based on a person's:

- Race or color
- Religion, national origin, or ancestry
- Sex (including pregnancy)
- Military service
- Sexual orientation or gender identity or expression
- Genetic information or disability

**Small Necessities Leave**  
M.G.L. Chapter 149, Section 52D. In some cases, employees have the right to take up to 24 hours unpaid leave every 12 months for their:

- child's school activities;
- child's doctor or dentist appointment;
- elderly relative's doctor or dentist appointment; or other appointments.

① Contact the Attorney General's Fair Labor Division:  
(617) 727-3465 – [www.mass.gov/ago/fairlabor](http://www.mass.gov/ago/fairlabor)

**NOTICE:** This state has its own minimum wage law. Employers are also required to display the Federal Employee Rights Under the Fair Labor Standards Act posting, which indicates the federal minimum wage. Where federal and state rates both apply to an employee, the U.S. Department of Labor dictates that the employer is entitled to the higher minimum wage rate.

**THIS NOTICE IS FOR INFORMATIONAL PURPOSES ONLY.**

**MA**

**Sexual Harassment at work does not have to be tolerated. It's Illegal.**

If you are being sexually harassed, report it immediately to your supervisor or contact:

You can file a complaint with the Massachusetts Commission Against Discrimination (MCAD).

Visit or contact MCAD at one of the following locations:

One Ouseway Place  
Room 601  
Boston, MA 02108  
617-799-6000  
617-799-6196 TTY

436 Devon Street  
Room 220  
Somerville, MA 02103  
617-799-2145

**MASSACHUSETTS COMMISSION AGAINST DISCRIMINATION**

**Earned Sick Time**

**Notice of Employee Rights**

**WHO QUALIFIES?**  
All employees in Massachusetts can earn sick time. This includes full-time, part-time, temporary, and seasonal employees.

**HOW IS IT EARNED?**

- Employees earn 1 hour of sick time for every 30 hours they work.
- Employees can earn and use up to 40 hours per year if they work enough hours.
- Employees with unused earned sick time at the end of the year can **roll over up to 40 hours**.
- Employees begin **earning** sick time on their first day of work and may begin **using** earned sick time 90 days after starting work.

**WILL IT BE PAID?**

- If an employer has 11 or more employees, sick time must be paid.
- For employers with 10 or fewer employees, sick time may be unpaid.
- Paid sick time must be paid on the same schedule and at the same rate as regular wages.

**WHEN CAN IT BE USED?**

- An employee can use sick time when the employee or the employee's child, spouse, parent, or parent of a spouse is sick, has a medical appointment, or has to address the effects of domestic violence.
- The smallest amount of sick time an employee can take is one hour.
- Sick time cannot be used as an excuse to be late for work without advance notice of a proper use.
- Use of sick time for other purposes is not allowed and may result in an employee being disciplined.

**CAN AN EMPLOYER HAVE A DIFFERENT POLICY?**  
No. Employers may not have their own sick leave or paid time off policy, so long as employees can use at least the same amount of time, for the same reason, and with the same job protections as under the Earned Sick Time Law.

**MA**

**Notice of Benefits Available Under M.G.L. Chapter 175M  
Paid Family and Medical Leave**

**Beginning on October 1, 2019:**

- Employees will deduct payroll contributions from a covered individual's wages or other earnings to fund FML benefits.

**Beginning on January 1, 2021:**

- Covered individuals may be entitled to up to 20 weeks of paid medical leave in a benefit year if they have a serious health condition that incapacitates them from work.
- Covered individuals may be entitled to up to 12 weeks of paid family leave in a benefit year to care for a family member who is a covered service member with a serious health condition.
- Covered individuals may be entitled to up to 26 weeks of paid family leave in a benefit year to care for a family member who is a covered service member with a serious health condition.
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**Who is a Covered Individual Under the Law?**  
Generally, a worker qualifies as a covered individual and may be eligible for paid family and medical leave if:

- She is paid wages by a Massachusetts employer;
- She resides in Massachusetts and is paid for contract services by a Massachusetts entity that is required to report payment for services on IRS Form 1099-MISC for more than 50 percent of its workforce; or
- She is a self-employed individual who resides in Massachusetts and chooses to opt-in to the program.

**If you have questions or concerns about your Paid Family and Medical Leave rights, please contact:**  
[MassPFML@mass.gov](mailto:MassPFML@mass.gov) or visit: [www.mass.gov/pfml](http://www.mass.gov/pfml)

This notice must be posted in a conspicuous place on the employer's premises.

**MA**

**Information on Employees' Unemployment Insurance Coverage**

**EMPLOYMENT**

**EMPLOYEE DIA ID #**

**ADDRESS**

**Apply by Using UI Online**  
If Online is a secure, easy-to-use, self-service system. You can apply for benefits, request an existing claim, request weekly benefit payments, check your claim status, sign up for direct deposit, update your address, and even file an appeal online. To apply for benefits using UI Online, go to [www.mass.gov/dia](http://www.mass.gov/dia), and select UI Online in Claims, and complete the required information to submit your application.

**Apply by calling the TeleClaim Center**  
Unemployment Insurance services are available by telephone. You can apply for unemployment insurance benefits, request a current claim, obtain up-to-date information on the status of your claim and benefit payments, resolve problems, and sign up for direct deposit — all by telephone. To apply for benefits by telephone, call the TeleClaim Center at 1-877-626-6800 from area codes 351, 413, 508, 774, and 978, or 1-617-626-6800 from any other area code. You will be asked to enter your Social Security Number and the year you were born. You will then be connected to an agent who will take the information necessary to file your claim.

**Important: There are strict deadlines for starting a lawsuit.** For most cases, the deadline is 153 weeks after the violation.

**Employees Have the Right to Sue**  
M.G.L. Chapter 149, Section 150. M.G.L. Chapter 151, Sections 18 and 20. Employees have the right to sue their employer for most violations of wage and hour laws. Employees may sue as an individual or they may sue their employer as a group if they have similar complaints. Employees who sue their employer may file a lawsuit with a judge, arbitrator, arbitrator, or court.

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**MA**

**THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT  
DEPARTMENT OF UNEMPLOYMENT ASSISTANCE**

**Information on Employees' Unemployment Insurance Coverage**

**EMPLOYMENT**

**EMPLOYEE DIA ID #**

**ADDRESS**

**Apply by Using UI Online**  
If Online is a secure, easy-to-use, self-service system. You can apply for benefits, request an existing claim, request weekly benefit payments, check your claim status, sign up for direct deposit, update your address, and even file an appeal online. To apply for benefits using UI Online, go to [www.mass.gov/dia](http://www.mass.gov/dia), and select UI Online in Claims, and complete the required information to submit your application.

**Apply by calling the TeleClaim Center**  
Unemployment Insurance services are available by telephone. You can apply for unemployment insurance benefits, request a current claim, obtain up-to-date information on the status of your claim and benefit payments, resolve problems, and sign up for direct deposit — all by telephone. To apply for benefits by telephone, call the TeleClaim Center at 1-877-626-6800 from area codes 351, 413, 508, 774, and 978, or 1-617-626-6800 from any other area code. You will be asked to enter your Social Security Number and the year you were born. You will then be connected to an agent who will take the information necessary to file your claim.

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**MA**

**Notice to Employees**

**The Commonwealth of Massachusetts  
DEPARTMENT OF INDUSTRIAL ACCIDENTS**

1 Congress Street, Suite 100, Boston, Massachusetts 02114-2017  
617-727-4000 • [www.state.ma.us/dia](http://www.state.ma.us/dia)

As required by Massachusetts General Law, Chapter 152, Section 21, 22 & 30, this will give you notice that I will have provided for payment to my injured employee under the above-mentioned chapter by insuring with:

**NAME OF INSURANCE COMPANY**

**ADDRESS OF INSURANCE COMPANY**

**POLICY NUMBER**

**EFFECTIVE DATES**

**NAME OF INSURANCE AGENT**

**ADDRESS**

**PHONE #**

**TO BE POSTED BY EMPLOYER**

**MA**

**Commission Against Discrimination**

**Parental Leave**

An Act Relative to Parental Leave expands the current maternity leave law, G.L. c. 149, § 105D, which is enforced by the Massachusetts Commission Against Discrimination (MCAD). Currently, Massachusetts law requires employers with six or more employees to provide eight weeks of unpaid maternity leave for the purpose of giving birth or for the placement of a child under the age of 18, or under the age of 23 if the child is mentally or physically disabled, for adoption. The new law goes into effect on April 7, 2015 and expands the current leave law in the following ways:

- The parental leave law is now gender neutral. Both men and women are entitled to parental leave.
- If the employer agrees to provide parental leave for longer than 8 weeks, the employer must restate the employee of the end of the extended leave unless it clearly informs the employee in writing before the leave and before any extension of that leave, that he or she is taking longer than 8 weeks of leave shall result in the denial of reinstatement or of the right of other benefits and wages.
- The law clarifies that the right to leave applies to employees who have completed an initial probationary period set by the terms of employment, but which is not greater than 90 days.
- The law provides that if two employees of the same employer give birth to or adopt the same child, the two employees are entitled to an aggregate of 8 weeks of leave.
- The law clarifies that an employee seeking leave must provide at least 2 weeks' notice of the anticipated date of departure and the employee's intention to return, but also permits the employee to provide notice as soon as practicable if the delay is for reasons beyond the employee's control.

**Parental Leave**

The law clarifies that an employee on parental leave for the adoption of a child shall be entitled to the same benefits offered to an employee on leave for the birth of a child.

The law expands the notice requirements, mandating that employees keep a practicing in a conspicuous place in the workplace and the employee's intention to return, but also permits the employee to provide notice as soon as practicable if the delay is for reasons beyond the employee's control.

**Weekly Benefits**

To fund FML benefits, employers will deduct payroll contributions from a covered individual's wages or other earnings, beginning on Oct. 1, 2019. Covered individuals may apply for benefits beginning in January 2021 through the Department of Family and Medical Leave. A covered individual's average weekly earnings will determine his or her benefit amount, for a maximum weekly benefit of up to \$950.

**No Retaliation or Discrimination**

- It is unlawful for an employer to discriminate or retaliate against an employee for exercising any right to which s/he is entitled under the law.
- An employer or former employer who is discriminated or retaliated against for exercising rights under the law may, not more than three years after the violation occurs, institute a civil action in the superior court, and may be entitled to damages of up to three times his or her lost wages.

**Private Plans**

If an employer offers employees paid family leave, medical leave, or both, with benefits that are at least as generous as those provided under the law, the employer may apply for an exemption from paying the contributions. Employees continue to be protected from discrimination and retaliation under the law even when an employer opts to provide paid leave benefits through a private plan.

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Generally, a worker qualifies as a covered individual and may be eligible for paid family and medical leave if:

- She is paid wages by a Massachusetts employer;
- She resides in Massachusetts and is paid for contract services by a Massachusetts entity that is required to report payment for services on IRS Form 1099-MISC for more than 50 percent of its workforce; or
- She is a self-employed individual who resides in Massachusetts and chooses to opt-in to the program.

**If you have questions or concerns about your Paid Family and Medical Leave rights, please contact:**  
[MassPFML@mass.gov](mailto:MassPFML@mass.gov) or visit: [www.mass.gov/pfml](http://www.mass.gov/pfml)

This notice must be posted in a conspicuous place on the employer's premises.

**FED**

**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 service in the uniformed service and:

- 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 employment 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 job.

**RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION**  
If you:

- are a past or present member of the uniformed service;
- are obligated to serve in the uniformed service;
- have applied for membership in the uniformed service;
- are an employer may not deny you:
- initial employment;
- promotion;
- reemployment;
- any benefit of employment;
- retention in employment;

because of this status.

**FED**

**EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT**

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

**BENEFITS & PROTECTIONS**

Employees who are on FMLA leave, employers must continue health insurance coverage if the employee were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

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.

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

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's workplace.

"Special" hours of service requirements apply to airline flight crew employees.

**REQUIRING LEAVE**  
Generally, employees must give 30-day advance notice of the need for FMLA leave. If it is not possible to give 30-day notice, an employee must notify the employer as soon as possible, and generally, follow the employer's usual procedures.

Employees do not have to have a medical diagnosis, but must provide enough information to the employer so s/he can determine if the leave is for a reason for which FMLA protection. Sufficient information could include informing an employer that the employee is ill and is unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employers must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

The employer can require a certification or periodic certification 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.

**EMPLOYER RESPONSIBILITIES**  
Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if s/he 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.

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

**ENFORCEMENT**  
Retaliation is prohibited against an employee who files a complaint of discrimination, participates in an EEOC proceeding, or otherwise opposes discrimination under these Federal laws.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP), U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210, 1-800-397-6251 (toll-free) or (202) 693-1337 (TTY). OFCCP may also be contacted by e-mail at [OFCCP-PublicAffairs@do.gov](mailto:OFCCP-PublicAffairs@do.gov), or by calling an OFCCP regional or district office. Listed in most telephone directories under U.S. Government, Department of Labor.

**Programs or Activities Receiving Federal Financial Assistance**

**RACE, COLOR, NATIONAL ORIGIN, SEX**  
Discrimination on the basis of race, color, or national origin in programs or activities receiving federal financial assistance. Employment discrimination on the basis of race, color, or national origin in programs or activities receiving federal financial assistance. Employment discrimination on the basis of race, color, or national origin in programs or activities receiving federal financial assistance. Employment discrimination on the basis of race, color, or national origin in programs or activities receiving federal financial assistance.

**INDIVIDUALS WITH DISABILITIES**  
Section 504 of the Rehabilitation Act of 1973, as amended, prohibits discrimination on the basis of disability in any program or activity which receives federal financial assistance. Discrimination is prohibited in all aspects of employment practices against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job.

If you believe you have been discriminated against in a program of any institution which receives federal financial assistance, you should submit a complaint to the U.S. Department of Education, Office of Education, 400 ...

**FED**

**Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations**

**Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations**

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

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

**DISABILITY**  
The title and Title V of the Americans with Disabilities Act of 1990, as amended, protect individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

**AGE**  
The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination on the basis of age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Affirmative action to ensure equality of opportunity in all aspects of employment.

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

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

**FED**

**Job Safety and Health**

**IT'S THE LAW!**

**All workers have the right to:**

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

**Employers must:**

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

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

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](http://www.osha.gov)

**OSHA**

Occupational Safety and Health Administration

**Job Safety and Health**

**IT'S THE LAW!**