

FED

LEAVE ENTITLEMENTS

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

- The birth of a child or placement of a child for adoption or foster care;
- To care with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, or 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;

• The following employee services include the payment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 30 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 leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

• An employee's spouse, or an employee may substitute, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

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

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.

REQUESTING LEAVE

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 have a doctor's diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA leave. Employees must also provide information to the employer that shows that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, that hospitalization or 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 and supported. Employees can request a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it may require a written notice indicating what additional information is required.

EMPLOYEE RESPONSIBILITIES



FED

YOUR RIGHTS UNDER USERRA

THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT



REV. 04/2016

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 against the spouses and family members.

REEMPLOYMENT RIGHTS

- If you are a former member of the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.
- 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.

ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

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.

DEPARTMENT OF LABOR
UNITED STATES OF AMERICA



For additional information or to file a complaint:

1-866-A-USERRA
(1-866-487-9243) TTY: 1-877-689-5827
www.dol.gov/whd

U.S. Department of Labor-Wage and Hour Division (WH4D)



you ensure that your employer receives advance written notice in verbatim notice to your service;

- you have five years or less of cumulative service in the uniformed services while with that particular employer;
- you return to work or apply for reemployment in a timely manner after discharge 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;
- have applied for membership in the uniformed service; or
- then an employer may not deny you:

- initial employment;
- reemployment;
- retention in employment;

because of this status.

• are obligated to serve in the uniformed service;

• promotion or;

• any benefit of employment

ENFORCEMENT

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

- For assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USA-DOL or visit its website at: <http://www.dol.gov/vets>. An interactive online USERRA Advice can be viewed at <http://www.dol.gov/clears/gertra.htm>.

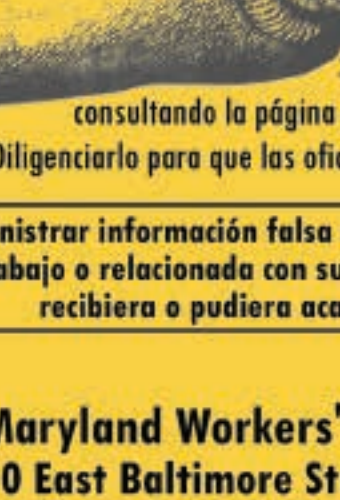
If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation.

- You may also bypass the VETS process and bring a civil action against an employer for violation of USERRA.

The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and may be viewed on the internet at this address: <http://www.dol.gov/vets/programs/gertra/poster.htm>. Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying the text of this notice where they customarily place notices for employees.

U.S. Department of Labor • 1-866-487-2363 U.S. Department of Justice • Office of Special Counsel
Employer Support of the Guard and Reserve • 1-800-336-4590

REV. 04/2017



Si usted sufre una lesión en el trabajo, debe:

1. Informarle a su empleador o supervisor de inmediato. No podría recibir todos sus beneficios a menos que su empleador fuera notificado que sufrió una lesión.
2. Informarle al médico quien le administre tratamiento que usted se lesionó en su trabajo.
3. Llenar el formulario Employee's Claim Form C-1 (disponible consultando la página del Internet para el Workers' Compensation o solicitando una por teléfono). Diligenciarlo para que las oficinas del Workers' Compensation lo reciban lo antes posible.

Es importante: El suministrar información falsa u ocultar información sobre cualquier actividad relacionada con su trabajo o relacionada con su regreso al trabajo, pudiera afectar los beneficios que recibiera o pudiera acarrearle multas, encarcelamiento o ambas.

Maryland Workers' Compensation Commission
10 East Baltimore Street, Baltimore, Maryland 21202-1641
(410) 864-5100 / Outside Baltimore (800) 492-0479
Webpage - <http://www.wcc.state.md.us> / TTY Users - 711 in Maryland or (800) 735-2258

This notice must be printed on 8.5 "X" 14" gold or yellow paper, display complete employer information and be posted in a conspicuous location at each work site or location in accordance with COMAR 14.09.01.02 and 14.09.01.03.

and health protection on the job

d Occupational Safety and Health Act - Private Sector

ational Safety and Health Act of 1973 provides job safety and health protection for workers through the promotion of working conditions throughout the State. Requirements of the Act include the following:

furnish to each of his or her employees employment and a place of employment free from recognized hazards that are to cause death or serious harm to employees; and shall comply with occupational safety and health standards issued

comply with all occupational safety and health standards, rules, regulations and orders issued under the Act that apply to employees and conduct on the job.

f Labor and Industry has the primary responsibility for administering the Act and issuing occupational safety and health Safety and Health Inspectors conduct jobsite inspections to ensure compliance with the Act.

a representative authorized by the employees be given an opportunity to accompany the MOSH Inspector for the inspection.

authorized employee representative, the MOSH Inspector shall consult with a reasonable number of employees and health conditions in the workplace.

representatives have the right to file a complaint with the Commissioner requesting an inspection if they believe unsafe conditions exist in their workplace. The Commissioner will withhold names of employees complaining on request.

their rights under the Act.

believes he or she has been discriminated against may file a complaint with the Commissioner and/or the Federal and Health Administration Regional Office within 30 days of the alleged discrimination.

the Commissioner believes an employer has violated the Act, a citation alleging such violations shall be issued to the ion shall specify a time period within which the alleged violation must be corrected.

shall be prominently displayed at or near the place of alleged violation for three days, or until it is corrected, whichever is ees of dangers that may exist there.

mandatory civil penalties against employers of up to \$7,000 for each serious violation and for optional penalties of up to \$7,000 for each minor violation. Civil penalties of up to \$7,000 per day may be proposed for failure to correct violations within the . Also, any employer who willfully or repeatedly violates the Act may be assessed civil penalties of up to \$70,000 for

are also provided for in the Act. Any willful violation resulting in death of an employee, upon conviction, is punishable that \$10,000 or by imprisonment for not more than six months, or by both. Conviction of an employer after a first these maximum penalties.


alties for violation, the Act also encourages efforts by labor and management to reduce injuries and illnesses arising out Commissioner of Labor and Industry encourages employers and employees to reduce workplace hazards voluntarily and ove safety and health programs in all workplaces and industries.


ion would initially focus on the identification and elimination of hazards that could cause death, injury, or illness to rvisors. There are many public and private organizations that can provide information and assistance in this effort, if


ADDITIONAL INFORMATION AND COPIES OF THE ACT, SPECIFIC MARYLAND OCCUPATIONAL SAFETY AND HEALTH STANDARDS, AND OTHER APPLICABLE REGULATIONS MAY BE OBTAINED FROM

MOSH TRAINING AND EDUCATION
10946 GOLDEN WEST DRIVE, SUITE 160
HUNT VALLEY, MARYLAND 21031
PHONE: 410-527-2091

Program administration may be made to Regional Administrator, Occupational Safety and Health Administration, Curtis Center, Suite 740 West, 170 S. Independence Mall West, Philadelphia, PA 19106-3309

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J. J. Keller & Associates, Inc.
JJKeller.com/employmentlaw
800-327-6868

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