District of Columbia Postings

Always Designing for People®

NOTICE TO EMPLOYEES
Information on Unemployment Compensation in the District of Columbia

Your employer is subject to the District of Columbia Unemployment Compensation Act which establishes a system of protecting insured workers from complete wage loss when they become unemployed through no fault of their own and are seeking new jobs. To help finance the unemployment insurance system, a tax is levied against employers – not workers. No deductions are made from your pay for this purpose. This program is administered by the District of Columbia's Department of Employment Services.

If you should become unemployed or your hours are reduced, you may be entitled to receive unemployment compensation benefits. To apply for benefits, please call and make an appointment to visit one of the American Job Centers listed below.

American Job Center – Headquarters
4058 Minnesota Avenue, N.E.
Washington, DC 20019
(202) 724-2537

American Job Center – Northeast
CCDC - Bertie Backus Campus
5171 South Dakota Avenue, N.E., 2nd Floor
Washington, DC 20017
(202) 576-3082

American Job Center – Northwest
Frank D. Reeves Municipal Center
2000 14th Street, N.W., 3rd Floor
Washington, DC 20009
(202) 442-4577

American Job Center – Southeast
3720 Martin Luther King, Jr. Avenue, S.E.
Washington, DC 20032
(202) 741-7747

American Job Centers Hours of Operation:
Monday – Thursday 8:30 a.m. - 4:30 p.m.
Friday 9:30 a.m. - 4:30 p.m.

You may also apply for benefits through the Internet at www.dcnetworks.org

IMPORTANT: Employers must display this Notice To Employees prominently on the work premises. Additional copies may be furnished upon request by calling (202) 698-7550.

Rev. 02.01.2015

Protecting Pregnant Workers Fairness Act Workplace Poster

Updated: October 30, 2024

Know Your Rights in the District of Columbia

Accommodations for Pregnancy, Childbirth and Chest/Breastfeeding

The Protecting Pregnant Workers Fairness Act (PPW) requires District of Columbia employers to provide reasonable workplace accommodations for employees whose ability to perform job duties is limited because of pregnancy, childbirth, chest/breastfeeding, or a related medical condition.

The employer must engage in good faith and in a timely and interactive process to determine the accommodations.

Types of Accommodations

Employers must make all reasonable accommodations,[1] including but not limited to:

- More frequent or longer breaks;
- Time off to recover from childbirth;
- Temporarily transferring the employee to a less strenuous or hazardous position;
- Purchasing or modifying work equipment, such as chairs;
- Temporarily restructuring the employee's position to provide light duty or a modified work schedule;
- Having the employee refrain from heavy lifting;
- Relocating the employee's work area; or
- Providing private (non- bathroom) space for expressing breast/chest milk.

Prohibited Actions by Employers

Employers may not:

- Refuse an accommodation unless it would cause significant hardship or expense to the business;
- Take adverse action against an employee for requesting an accommodation;
- Deny employment opportunities to the employee because of the request or need for an accommodation;
- Require an employee to take leave if a reasonable accommodation can be provided; or
- Require employees to accept an accommodation unless it's necessary for the employee to perform her job duties.

Certification from Health Care Provider

The employer may require an employee to provide certification from a health care provider indicating a reasonable accommodation is advisable. The certification **must include:**

1. The date the accommodation became or will become medically advisable;
2. An explanation of the medical condition and need for a reasonable accommodation; and
3. The probable length of time the accommodation should be provided.

Filing a Complaint of a Violation

If you believe an employer has wrongfully denied you a reasonable accommodation or has discriminated against you because of your pregnancy, childbirth, need for chest/breastfeed or a related medical condition, you can file a complaint within one year with the DC Office of Human Rights (OHR). To file a complaint, visit: OHR will perform the initial mediation and investigation. If probable cause exists, administrative law judges at the Commission on Human Rights will make a final determination.

- **Online** at ohr.dc.gov; or
- **In-Person** at 441 4th Street NW, Suite 570N, Washington, DC 20001

Questions about the OHR process can also be answered by phone at (202) 727-4559

[1] A "reasonable accommodation" is one that does not require significant difficulty in the operation of the employer's business or significant expense for the employer, with consideration to factors such as the size of the business, its financial resources and the nature and structure of the business.

ohr.dc.gov • Email: ohr@dc.gov — Marion S. Barry Jr. Building, 441 4th Street NW, Suite 570 North, Washington, DC 20001 — Phone: (202) 727-4559, Fax: (202) 727-9589, TTY: 711

GOVERNMENT OF THE DISTRICT OF COLUMBIA — MURIEL BOWSER, MAYOR

Office of Human Rights

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF EMPLOYMENT SERVICES

NOTICE TO EMPLOYEES
Information on Paid Family Leave in the District of Columbia

Your employer is subject to the District of Columbia's Paid Family Leave law, which provides covered employees paid time off from work for qualifying parental, family, medical, and prenatal events. For more information about the Paid Family Leave program, please visit the Office of Paid Family Leave's website at **dcpaidfamilyleave.dc.gov**.

Covered Workers

To receive benefits under the Paid Family Leave program, you must work for a covered employer in DC. To find out if you are a covered worker, you can ask your employer or contact the Office of Paid Family Leave using the contact information below. Your employer is required to tell you if you are covered by the Paid Family Leave program. Additionally, your employer is required to provide you information about the Paid Family Leave program at these three (3) times:

1. At the time you were hired;
2. At least once a year; and
3. If you ask your employer for leave that could qualify for benefits under the Paid Family Leave program.

Covered Events

There are four (4) kinds of Paid Family Leave benefits:

1. Parental leave - receive benefits to bond with a new child for up to 12 weeks in a year;
2. Family leave - receive benefits to care for a family member for up to 12 weeks in a year;
3. Medical leave - receive benefits for your own serious health condition for up to 12 weeks in a year; and
4. Prenatal leave - receive benefits for prenatal medical care for up to 2 weeks in a year.

Maximum Leave Entitlement

Each kind of leave has its own eligibility rules and its own limit on the length of time you can receive benefits in a year. The maximum amount of leave for any combination of parental, family, and medical leave is 12 weeks. However, there is an exception for pregnant women who take prenatal leave. Pregnant women are eligible for 2 weeks of prenatal leave while pregnant and 12 weeks of parental leave after giving birth, for a maximum of 14 weeks.

Applying for Benefits

If you have experienced an event that may qualify for benefits, be sure to apply no more than 30 days after your event. You can learn more about applying for benefits with the Office of Paid Family Leave at **dcpaidfamilyleave.dc.gov**.

Benefit Amounts

Paid Family Leave benefits are based on the wages your employer paid to you and reported to the Department of Employment Services. If you believe your wages were reported incorrectly, you have the right to provide proof of your correct wages. The current maximum weekly benefit amount is $1,153.

Employee Protection

The Office of Paid Family Leave does not administer any job protections for District workers who take leave from work. However, some job protections may be available under laws and regulations administered by the District's Office of Human Rights (OHR).

Under the Universal Paid Leave Act, the Office of Paid Family Leave is required to provide notice of the following:

1. That retaliation by a covered employer against a covered employee for requesting, applying for, or using paid-leave benefits is prohibited;
2. That an employee who works for a covered employer with under 20 employees shall not be entitled to job protection if he or she decides to take paid leave pursuant to this act; and
3. That employees have a right to file a complaint with OHR if they feel they have been retaliated against for requesting, applying for, or using paid leave.

For more information on OHR and job protections, please visit the following web address: **ohr.dc.gov**.

For more information about Paid Family Leave, please visit the Office of Paid Family Leave's website at **dcpaidfamilyleave.dc.gov**, call **202-899-3700**, or email **does.opfl@dc.gov**.

Office of Paid Family Leave
4058 Minnesota Avenue NE
Washington DC 20019

Rev. 11/2024

THE RIGHT TO BREASTFEED

Under the District of Columbia Human Rights Act of 1977, as amended,

- A woman has a right to breastfeed her child in any location, public or private, where she has the right to be with her child, without respect to whether the mother's breast or any part of it is uncovered during or incidental to the breastfeeding of her child.
- An employer must provide reasonable daily unpaid break-time, as required by an employee so she may express breast milk for her child to maintain milk supply and comfort.
- The break-time for expression of milk, if possible, may run concurrently with any break-time, paid or unpaid, already provided to the employee.
- An employer is not required to provide break-time if it would create an undue hardship on the operation of the employer.
- An employer shall make reasonable efforts to provide a sanitary room or other location in close proximity to the work area, other than a bathroom or toilet stall, where an employee can express her breast milk in privacy and security.
- The employer must create a policy for breastfeeding mothers and must post a written policy in a conspicuous place that sets forth these requirements.
- The employee must file within one (1) year of the occurrence or discovery of the violation of the Act. An employee of the District of Columbia government must file within 180 days of the occurrence or discovery of the violation.
- If the employee feels as if she is being discriminated against under the Act, she may contact:

THE DISTRICT OF COLUMBIA OFFICE OF HUMAN RIGHTS
441 4th Street, NW
Suite 570 North
Washington, DC 20001
(202) 727 - 4559 or ohr.dc.gov

Office of Human Rights

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF EMPLOYMENT SERVICES

Parental Leave Act Workplace Poster

Updated: May 17, 2024

Know Your Rights in the District of Columbia

Work Leave for Parenting Purpose

The District of Columbia Parental Leave Act allows employees who are parents or guardians to take 24 hours of leave (paid or unpaid) during a 12-month period to attend school-related activities. School events include but are not limited to: parent-teacher conferences, concerts, plays, rehearsals, sporting events, and other activities where the child is a participant or the subject of the event, not a spectator.

The employee must notify the employer 10 days before the requested leave unless the school-related activity was not reasonably foreseeable (e.g., the child's teacher has requested an emergency parent-teacher conference). The leave can be unpaid or paid family, vacation, personal, compensatory or leave bank leave.

The employer may deny the leave if granting the leave would disrupt the employer's business and make the achievement of production or service unusually difficult.

Definition of Parent or Guardian

An employee is considered a parent or guardian for purposes of this Act if his, she or their is:

- biological mother or father of a child;
- person who has legal custody of a child;
- person who acts as a guardian of a child;
- aunt, uncle, or grandparent of a child; or is
- a person married to or in a domestic partnership to a person listed above.

Employer Posting Requirements

The employer must post and maintain this notice in a conspicuous place. An employer that willfully fails to post this notice may be ordered to pay a fine of up to $100 for each day the employer fails to post the notice.

This document is a factsheet and guidance provided by the D.C. Office of Human Rights (OHR) regarding legislative changes made to the D.C. Human Rights Act of 1977 (DCHRA) and the Office of Human Rights Establishment Act of 1006 (OHRA). This document may be used for educational purposes only and not as legal advice to apply to a particular situation. Any person or entity in need of legal advice should consult an attorney.

Filing a Complaint of a Violation

If you believe an employer has wrongfully denied you parental leave under this statute, you can file a complaint within one year of the incident with the Office of Human Rights (OHR). To file a complaint, visit:

- Online at ohr.dc.gov; or
- In-Person at 441 4th Street NW, Suite 570N, Washington, DC 20001.

Questions about the OHR process can also be answered by phone at (202) 727-4559

Marion S. Barry Jr. Building
441 4th Street NW,
Suite 570 North
Washington, DC 20001
ohr.dc.gov • Email: ohr@dc.gov
Phone: (202) 727-4559
Fax: (202) 727-9589
TTY: 711

GOVERNMENT OF THE DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR

Office of Human Rights

DC Family Medical Leave Act Workplace Poster

Updated: May 17, 2024

Know Your Rights in the District of Columbia

Work Leave for Family or Medical Purposes:

The District of Columbia Family and Medical Leave Act (DCFMLA) requires employers with 20 or more employees to provide eligible employees with 16 weeks of family leave and 16 weeks of medical leave during a 24-month period. However, the law does not require employers to specifically pay for leave under DCFMLA, except that employers may use accrued leave (i.e., sick, annual, PTO, etc.) that would otherwise be available to the employee under the Universal Paid Leave Act, and for DC government employees, payment under the Paid Family Leave Act.

Family Leave

- Eligible circumstances for family leave under DCFMLA include the birth of a child, adopting a child, or caring for a child in foster care. Caring for a seriously ill family member is also eligible for family leave.

Medical Leave

- Eligible circumstances for medical leave under DCFMLA includes recovering from a serious illness rendering the employee unable to work.

Leave under DCFMLA may be taken in blocks of time, intermittently, and in certain circumstances, at a reduced schedule.

The employer may require medical certification and reasonable prior notice when applicable.

Employee Eligibility

An employee is eligible under the Act if she or he has been employed by the employer for at least 12 consecutive or non-consecutive months in the seven years immediately preceding the start of the family or medical leave, and worked at least 1,000 hours during these 12 months.[1]

The District government is considered a single employer. The above eligibility requirements can be met by considering employment at more than one District agency.

Employer Posting Requirements

The employer must post and maintain this notice in a conspicuous place. An employer that willfully fails to post this notice may be ordered to pay a fine of up to $100 for each day the employer fails to post the notice.

Filing a Complaint of a Violation

If you believe an employer has wrongfully denied you family or medical leave, or retaliated against you under this statute, you can file a complaint within one year of the incident with the Office of Human Rights (OHR). To file a complaint, visit:

- Online at ohr.dc.gov; or
- In-Person at 441 4th Street NW, Suite 570N, Washington, DC 20001.

Questions about the OHR process can also be answered by phone at (202) 727-4559

[1] For family or medical leave that began prior to November 13, 2021, an employee is eligible under the Act if she or he was employed by the employer for at least one year without a break in service, and worked at least 1,000 hours during the 12-month period immediately preceding the requested leave. The one year of service requirement did not need to have immediately preceded the request for leave.

Marion S. Barry Jr. Building
441 4th Street NW,
Suite 570 North
Washington, DC 20001
ohr.dc.gov • Email: ohr@dc.gov
Phone: (202) 727-4559
Fax: (202) 727-9589
TTY: 711

GOVERNMENT OF THE DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR

PROVISIONS OF THE D.C. CHILD LABOR LAW

(EMPLOYMENT OF MINORS, D.C. CODE, TITLE 36, CHAPTER 5, SECTION 36-501 THROUGH 36-524, JUNE 15, 1976)

NO MINOR UNDER 14 YEARS OF AGE SHALL BE EMPLOYED * to any gainful occupation with the exception that minors 13 years of age and over may be employed outside of school hours in the distribution of newspapers and minors 12 years of age and over may be employed in the sale of evergreens.

No minor under 12 years of age shall distribute, sell, or expose or offer for sale any newspapers, magazines, periodicals or other articles of merchandise of any description which shall be published or circulated in any street or public place, except minors 10 years of age and over may engage in the distribution of newspapers, magazines or periodicals from house to house. This section does not apply to the distribution or circulation of political literature or publications or such other materials for which the minor receives no pay.

No minor under 16 years of age shall be employed at any of the following occupations or any machinery operated by power other than hand or foot power: (1) in oiling, wiping or cleaning machinery or assisting therein. This section does not apply to any duly appointed assistant engineer or fireman employed in the service of the D.C. Board of Education or the Trustees of the University of The District of Columbia.

No minor under 16 years of age shall be employed: (1) at operating any freight or non-automatic elevator; (2) in any capacity in connection with a bowling alley.

No minor under 16 years of age shall be employed in the drafting of newspapers (inserters), nor shall work of any such 16 or 17 years of age employed drafting newspapers inserters be permitted to work for more than 4 hours in any one day employed on more than one night in any one week.

No minor under 16 years of age shall be employed in connection with any gainful occupation more than six (6) consecutive days in any one week or more than 48 hours in any one week or more than 8 hours in any one day.

No minor 16 or 17 years of age shall be employed for more than 6 hours of any day during the period of any vacation school unless such minor has been employed during the hours of 7:00 AM nor after the hour of 7:00 PM, except during the summer (June 1 through July 31) when the evening hour will be 9:00 PM.

No minor between the ages of 14 and 18 years of age shall be employed in any gainful occupation unless he/she has obtained a work permit. The employer shall keep the work permit on file and available to any person authorized to enforce this Act.

No minor between 12 and 16 years of age shall be employed in the sale of newspapers, magazines, or any other articles or merchandise, in any street or public place unless he/she has procured and is wearing in plain sight a street trades badge issued by the Metro Police Department.

No permit or badge shall be valid except for the employer named thereon and for the specific occupation designated.

EXCEPTION:

MINORS BETWEEN 14 AND 16 YEARS OF AGE MAY BE EMPLOYED WITHOUT A WORK PERMIT OUTSIDE OF SCHOOL HOURS, DURING THE REGULAR OR CASUAL WORK DAILY, AT THE FOLLOWING OCCUPATIONS, THAT SUCH EMPLOYMENT SHALL NOT BE IN CONNECTION WITH NOR FORM A PART OF THE BUSINESS, TRADE, PROFESSION OR OCCUPATION OF THE EMPLOYER:

PENALTIES

Whoever employs any minor in violation of any of the provisions of the D.C. Child Labor Law or any order issued under the Act or interferes with or obstructs or hinders the enforcement of the D.C. Child Labor Law and whoever employs under his/her control or custody any minor partially/him/her to be employed in violation of the said provisions of this Act, shall for the first offense be punished by a fine of not less than $25.00 nor more than $100.00 or imprisonment of not more than 10 days or more than 30 days or by both such fine and imprisonment.

NOTE: THE TERM "EMPLOYED" WHEREVER USED SHALL INCLUDE EMPLOYED, PERMITTED OR SUFFERED TO WORK.

Department of Employment Services
LABOR STANDARDS BUREAU

OFFICE OF WORKERS' COMPENSATION
4058 MINNESOTA AVENUE, N.E. WASHINGTON, DC 20019
(202) 671-1000 • (202) 671-1929 (Fax)

Warning: It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and/or fines. In addition, an insurer may deny insurance benefits if false information materially related to a claim was provided by the applicant.

NOTICE OF COMPLIANCE

TO EMPLOYEES

1. You are required by law to report promptly to your employer and the Office of Workers' Compensation an occupational injury or disease, even if you deem it to be minor. Form No. 7 DCMC, Notice of Accidental Injury or Occupational Disease, to be obtained from the employer or the Office of Workers' Compensation, must be used for that purpose. After you have completed and signed the form, mail it to the Office of Workers' Compensation at the above address, and to your employer.
2. You are entitled, if required, to the services of a physician or hospital of your choice and bet wages. Call (202) 671-1000 or visit http://does.dc.gov for information.
3. You may not sue your employer as a result of a work-related injury or disease by reason of your exclusive remedy under the Workers' Compensation Law.
4. In order to preserve your right to benefits under the DC Workers' Compensation Law, you must file a written claim on Form No. 7A DCMC, Employee's Claim Application, within one (1) year after your injury, or within one (1) year after the last payment of benefits.
5. If you need information regarding your rights and obligations prescribed by law, you may call your employer first. If you require further information, you may call the Office of Workers' Compensation at (202) 671-1000 or visit http://does.dc.gov
6. The law gives you the right to legal representation if you so choose.

TO EMPLOYERS

1. You are required to have Workers' Compensation insurance coverage if you have one (1) or more employees.
2. You are required to display this poster at each worksite so that it will be of the greatest possible benefit to your employees.
3. You must file an Employer's First Report of Injury or Occupational Disease, Form No. 8 DCMC, with the Office of Workers' Compensation, send a copy to the nearest claim office of your insurer, for all occupational injuries or disease, as soon as possible, but no later than ten (10) working days after the date of knowledge thereof.
4. Your employee must file Form No. 7 DCMC, Employee's Notice of Accidental Injury or Occupational Disease. Please provide your employee with Form No. 7 DCMC and direct them to complete it and return it to you and the Office of Workers' Compensation. Once you have received notice from the employee, you are required to send the employee a notice of his/her rights and obligations by certified mail., return receipt requested.
5. You are required to report to the Office of Workers' Compensation, and your insurer, any disability of more than three (3) days which was not previously reported, as soon as possible, but no later than ten (10) working days after the date of knowledge thereof.
6. You are required to furnish, or cause to be furnished, reasonable medical and hospital services, other remedial care or vocational rehabilitation, and various types of disability compensation, to an injured or disabled employee.
7. You are required to obtain from the insurer identified below a supply of all required Workers' Compensation Forms, or you may download the forms and notice mentioned above at our website http://does.dc.gov.

NOTICE: Violation of the various provisions of the Workers' Compensation law provides for civil penalties.

The undersigned employer hereby gives notice of compliance with all provisions of the Workers' Compensation Law and Administrative Regulations.

NAME OF INSURANCE COMPANY _____

Address: _____

Phone: _____

NAME OF EMPLOYER _____

Address: _____ Phone: _____

Employer Representative: _____

Employer ID Number
(If number unknown, employer to request from IRS) _____

THIS NOTICE IS TO BE POSTED CONSPICUOUSLY IN AND ABOUT EMPLOYER'S PLACE(S) OF BUSINESS

Revised March, 2017

Equal Employment Opportunity (EEO) Workplace Poster

Updated: May 17, 2024

Know Your Rights in the District of Columbia

DC Human Rights Act

In accordance with the District of Columbia Human Rights Act of 1977, as amended, the District of Columbia and employers cannot discriminate on the basis of (actual or perceived):

- Race
- Color
- Sex (including pregnancy)
- National Origin
- Religion
- Age
- Marital Status
- Personal Appearance
- Sexual Orientation
- Gender Identity and Expression
- Family Responsibilities
- Matriculation
- Political Affiliation
- Genetic Information
- Disability
- Credit Information
- Status as a victim or family member of a victim of Domestic Violence, Sexual Abuse, or Stalking (DVSSO)
- Homeless Status

Sexual harassment (and harassment based on other protected categories is prohibited by the Act.

If you believe a violation of the Act has occurred, you may file a complaint with the District of Columbia Office of Human Rights. The process is free and does not require an attorney. Damages can be awarded if it is determined that a violation of the Act did occur.

DC Family Medical Leave Act

The DC Family and Medical Leave Act of 1990 requires all employers with 20 or more employees to provide up to 16 weeks of unpaid family leave:

- for the birth of a child, an adoption or foster care, or
- to care for a seriously ill child, parent or spouse.

It also allows up to 16 weeks of unpaid medical leave:

- to recover from a serious illness that left the employee unable to work for a total of 32 weeks during a 24-month period.

During the period of leave, an employee should not lose benefits such as seniority or group health plan coverage. The employer may require medical certification and reasonable prior notice when applicable.

An employee is eligible under the Act if they have been employed by the employer for at least 12 consecutive or non-consecutive months in the seven years immediately preceding the start of the family or medical leave, and worked at least 1,000 hours during these 12 months.

DC Parental Leave Act

In accordance with the DC Parental Leave Act of 1994, an employee who is a parent shall be entitled to a total of 24 hours leave[1] during any 12-month period to attend or participate in school-related events for his or her child.

A parent is either the:

- biological mother or father of a child;
- person who has legal custody of a child;
- person who acts as a guardian of a child;
- aunt, uncle, or grandparent of a child; or is
- a person married to a person listed above.

A school-related event means an activity sponsored either by a school or an associated organization.

Any employee shall notify the employer of the desire to leave at least 10 calendar days prior to the event, unless the need to attend the school-related event cannot be reasonably foreseen.

Filing a Complaint of a Violation

If you believe an employer has wrongfully denied you family or medical leave, or retaliated against you under this statute, you can file a complaint within one year of the incident with the Office of Human Rights (OHR). To file a complaint, visit:

- Online at ohr.dc.gov; or
- **In-Person** at 441 4th Street NW, Suite 570N, Washington, DC 20001.

Questions about the OHR process can also be answered by phone at (202) 727-4559

[1] Additional categories protected from discrimination but not in the area of employment include: familial status, source of income, place of residence or business, sealed eviction record, and status as a victim of an intrafamily offense.

[2] Leave is unpaid unless the parent elects to use any paid time, including vacation, personal or compensatory leave provided by the employer.

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GOVERNMENT OF THE DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF EMPLOYMENT SERVICES

EMPLOYEE RIGHTS IN THE DISTRICT OF COLUMBIA:

Do you know your rights as an employee working in Washington, DC?

Employees have the right:

- To be paid at least the minimum wage
- To be paid on time
- To receive a detailed pay stub
- To accrue and use paid sick and safe leave
- To request time off to attend a child's school-related activities
- To qualify for unpaid family and medical leave
- To be compensated for work-related illness or injury
- To remain free from discrimination
- To be accommodated in the workplace during pregnancy
- To remain free from employer retaliation for discussing or exercising any of these rights
- To file a complaint for violation of workplace rights with the Department of Employment Services (DOES) or the Office of Human Rights (OHR)

EFFECTIVE JULY 1, 2024, THE MINIMUM WAGE IS $17.50 PER HOUR, AND THE TIPPED MINIMUM WAGE IS $10.00 PER HOUR.

This notice does not create, expand, or limit any rights under District or Federal law, including:

- The amount of sick and safe leave that a worker may accrue annually
- Current hourly minimum wage
- Current hourly tipped minimum wage

To learn about these workplace rights, visit the websites below. This notice does not create, expand, or limit any rights under District or federal law.

OFFICE OF WAGE-HOUR

The Office of Wage-Hour conducts compliance audits and works to recover unpaid wages for employees who have not been paid pursuant to DC wage laws, either administratively or through court action. Wage-Hour compliance involves ensuring adherence to the laws of the District of Columbia by holding employers accountable to the laws.

Wage-Hour Phone Number: 202-671-1880

Wage-Hour Website: does.dc.gov/service/office-wage-hour-compliance-0

File a Wage-Hour Claim: does.dc.gov/page/file-wage-hour-employees

OFFICE OF HUMAN RIGHTS

The Office of Human Rights (OHR) was established to eradicate discrimination, increase equal opportunity, and protect human rights for persons who live in, work, or visit the District of Columbia. To that end, OHR provides education and outreach to the community on human rights laws that occur in the District of Columbia.

Office of Human Rights Phone Number: 202-727-4559

Office of Human Rights Website: ohr.dc.gov

File a Human Rights Claim: ohr.dc.gov/page/dcpaid-wage-workers-fairness-act

Office of the Attorney General

Office of the Attorney General website: oag.dc.gov/worker-rights

Phone Number: 202-727-3400

Scan here for more information regarding your employment and labor rights.

This QR Code shall not collect, analyze, or sell any personally identifiable information.

GOVERNMENT OF THE DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF EMPLOYMENT SERVICES

OFFICIAL NOTICE
(Post Where Employees Can Easily Read)

ACCRUED SICK AND SAFE LEAVE ACT OF 2008

(This poster includes provisions of the Earned Sick and Safe Leave Amendment Act of 2013, effective February 22, 2014)

REQUIRES EMPLOYERS IN THE DISTRICT OF COLUMBIA TO PROVIDE PAID LEAVE TO EMPLOYEES FOR THEIR OWN OR FAMILY MEMBERS' ILLNESSES OR MEDICAL APPOINTMENTS AND FOR ABSENCES ASSOCIATED WITH DOMESTIC VIOLENCE OR SEXUAL ABUSE.

EMPLOYERS REQUIRED TO COMPLY WITH THE ACT

Pursuant to the Accrued Sick and Safe Leave Act of 2008, all employers in the District of Columbia must provide paid leave to each employee, including employees of restaurants, bars, temporary, staffing firms and part-time employees.

ACCRUAL AND USE OF PAID LEAVE

Paid leave accrues at the beginning of employment, provided that the accrual need not commence prior to November 13, 2008 and provided that an employer need not allow accrual of paid leave beyond the maximum or non-accrual amount prior to February 22, 2014.

Paid leave accrues on an employer's established pay period.

ACCESSING PAID LEAVE

An employee may not be allowed to use paid leave no later than after 90 days of service with the employer. An employee may use leave on first work notice if the reason for leave is unforeseeable.

NUMBER OF HOURS ACCRUED

Accrual of paid leave is determined by the type of business, the number of employees an employer has, and the number of hours an employee works. For tipped employees of restaurants or bars, regardless of the number of employees the employer has, each tipped employee must accrue at least one (1) hour per 43 hours worked, up to five (5) days per calendar year and be paid at the full District of Columbia's Minimum Wage. For all other employers, use the following chart:

If an employer has…	Employees accrue at least…	Not to Exceed…
100 or more employees	1 hour per 37 hours worked	7 days per calendar year
25 to 99 employees	1 hour per 43 hours worked	5 days per calendar year
Less than 25 employees	1 hour per 87 hours worked	3 days per calendar year

UNUSED LEAVE

Under this Act, an employee's accrued paid sick leave carries over from year to year. Employers do not have to pay employees for unused paid sick leave upon termination or resignation of employment.

EMPLOYER PROHIBITIONS

Under the Act, employees who assert their rights to receive paid sick leave or provide information or assistance to help enforce the Act are protected from retaliation.

ENFORCEMENT

The DC Department of Employment Services, Office of Wage-Hour can investigate possible violations, access employer records, enforce the paid sick leave requirements, order reinstatement of employees who are terminated, as a result of asserting rights to paid sick leave, order payment of paid sick leave unlawfully withheld, and impose penalties. An employer who willfully violates the requirements of the Act shall be assessed a civil penalty in the amount of one thousand dollars ($1,000) for the first offense, fifteen hundred dollars ($1,500) for the second offense, and two thousand dollars ($2,000) for the third and any subsequent offenses.

TO FILE A COMPLAINT OR FOR ADDITIONAL INFORMATION

To request full text of the Act, to obtain a copy of the rules associated with this Act, to receive the Act translated into other languages, or to file a complaint, visit www.does.dc.gov, call the Office of Wage Hour at (202) 671-1880, or visit at 4058 Minnesota Avenue, N.E., Suite 3600, Washington, D.C. 20019.

Complaints shall be filed within three (3) years after the event in which the complaint is based unless the employer has failed to post notice of the Act.

FAMILY PROTECTIONS & RESOURCES

It is important that you know about these DC laws if you are pregnant, have a new child, and/or are breastfeeding or chestfeeding.

DC Paid Family Leave ("PFL") is available to private-sector employees who work in the District. Starting October 1, 2022,[*] PFL will cover a portion of your income for up to 12 weeks per year to bond with a new child, care for a family member with a serious health condition, or to care for your own serious health condition. Parental Leave provided by PFL applies to parents of a newborn, adopted child, foster child, and child for whom you legally assume parental responsibility.

Prenatal Benefits

In addition to the above parental benefits, if you are pregnant, PFL will provide you with up to two (2) weeks of paid leave per year to receive medical care related to your pregnancy.

For more information on how to apply visit dcpaidfamilyleave.dc.gov or scan the QR code.

**Claims filed prior to October 1, 2022, are not entitled to the expanded leave.*

The DC Human Rights Act and other laws protect public and private-sector employees who pump, chestfeed, or breastfeed their babies. Employers must make reasonable efforts to:

a. Provide reasonable daily unpaid breaks for employees to express milk, and
b. Provide a sanitary space, other than a bathroom or toilet stall, for an employee to express milk privately and comfortably.

Additionally, the Protecting Pregnant Workers Fairness Act ("PPWFA") requires employers to provide reasonable accommodations to employees whose ability to perform job duties is limited because of pregnancy, childbirth, breastfeeding/chestfeeding, or a related medical condition.

If you feel that you have been treated unfairly because of your pregnancy, childbirth, or expressing milk, you can contact the Office of Human Rights at www.ohr.dc.gov, by scanning the QR code, or by calling 202-727-4559.

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF EMPLOYMENT SERVICES

DISTRICT OF COLUMBIA MINIMUM WAGE POSTER

MINIMUM WAGE RATES

EMPLOYEES WHO DO NOT RECEIVE TIPS
$15.00 per hour beginning July 1, 2020
$15.20 per hour beginning July 1, 2021
$16.10 per hour beginning July 1, 2022
$17.00 per hour beginning July 1, 2023
$17.50 per hour beginning July 1, 2024

EMPLOYEES WHO RECEIVE TIPS
$5.00 per hour beginning July 1, 2020
$5.05 per hour beginning July 1, 2021
$5.35 per hour beginning July 1, 2022
$6.00 per hour beginning May 1, 2023 $8.00 per hour beginning July 1, 2023
$10.00 per hour beginning July 1, 2024

The minimum wage increases each year in proportion to the Consumer Price Index for both employees who do not receive tips and for employees who do receive tips.

MINIMUM WAGE EXCEPTIONS

The minimum wage provision does not apply in instances where other laws or regulations establish minimum wage rates for the following:

1. Handicapped workers may be paid less only when the employer has received an authorizing certificate from the U.S. Department of Labor.
2. Persons employed under provisions of the Workforce Innovation and Opportunity Act shall be paid pursuant to that Act.
3. Persons employed under provisions of the Youth Employment Act shall be paid pursuant to that Act.
4. Persons employed under provisions of the Older Americans Act shall be paid pursuant to that Act.
5. Students employed by institutions of higher education may be paid the minimum wage established by the United States government.
6. The Wage Theft Prevention Amendment Act of 2014, effective February 26, 2015, ended the exception for adult learners. Newly hired persons 18 years of age or older must be paid the established District of Columbia minimum wage immediately upon hire.
7. The minimum wage provision does not apply to persons:
   a. employed in a bona fide executive, administrative, professional, computer, or outside sales capacity; or
   b. engaged in the delivery of newspapers to the homes of consumers.

OVERTIME PAY

Employees must be paid at least 1 1/2 times the regular rate of pay for all hours worked over 40 hours in a workweek.

OVERTIME EXCEPTIONS

The overtime provision does not apply to persons employed:

1. In a bona fide executive, administrative, professional, computer, or outside sales capacity.
2. As a seaman, railroad worker, or newspaper carrier.
3. By an air carrier employee who voluntarily exchanges workdays with another employee for the primary purpose of utilizing air travel benefits available to these employees.
4. As a salesperson, parts salesperson, or mechanic primarily engaged in selling or servicing automobiles, trailers, or trucks if employed by a non-manufacturing establishment primarily engaged in the business of selling these vehicles to final purchasers.

NOTES: The Car Wash Employee Overtime Amendment Act of 2012, effective May 31, 2012, removed this overtime exception for employees of a car wash. Car wash employees are entitled to overtime for all hours worked over a forty-hour workweek.

The United States Department of Labor's Home Care Rule, effective November 12, 2015, is applicable to direct care workers employed by agencies and other third-party employers. Direct care workers are workers who provide home care services, such as certified nursing assistants, home health aides, personal care aides, caregivers, and companions.

PERSONS NOT ENTITLED TO OVERTIME PAY UNDER DISTRICT LAW MAY BE ENTITLED UNDER FEDERAL LAW

For more information, call the U.S. Department of Labor, Wage-Hour Division, or visit www.dol.gov/whd.

UNIFORMS

Employers must pay the cost of purchase, maintenance, and cleaning of uniforms and protective clothing required by the employer or by law, or employers must pay the employee 15 cents per hour in addition to the minimum wage (maximum required is $6.00 per week) for washable uniforms. When the employer purchases and the employee maintains washable uniforms, the additional payment required is 10 cents per hour. When the employee purchases and maintains uniforms that the employee purchases, the additional payment required is 8 cents per hour.

MEALS

Employers may deduct $2.12 for each meal made available. For four (4) hours or less of work, a maximum of one (1) meal deduction is allowed. For more than four (4) hours of work, a maximum of two (2) meal deductions is allowed. For employees who live on the employer's premises, no more than $6.36 per day can be deducted.

ON-CALL TIME

An employee who is required to stay at the employer's premises while on call is working. An employee who is required to remain in a specified geographic area, such as at home or within a 2-hour drive of the worksite, or who is allowed to leave a message where he/she can be reached, is usually not working while on call.

OTHER PROVISIONS

Additional wages are due to employees for split shifts, travel expenses, and tools. Other deductions may be taken for housing provided by the employer.

DEDUCTIONS

No employer shall make any deductions, except those specifically authorized by law or court order, which would bring wages below those required by the Act. An itemized wage statement showing all deductions must be provided with each paycheck.

RECORDS

Every employer shall make and keep for at least three (3) years accurate time and payroll records for each employee, in addition to other detailed records required by the Act.

TIPPED EMPLOYEES

Employers must pay a service rate per hour to tipped employees. If an employee's hourly tips (averaged weekly) added to the service rate do not equal the minimum wage for non-tipped employees, the employer must pay the difference. *(See the minimum wage rates on page one.)*

INTERNET-BASED TIP PORTAL FOR SUBMITTING QUARTERLY WAGE REPORTS ONLINE

Employers who hire a tipped worker shall submit a quarterly wage report within 30 days of the end of each quarter to the Mayor certifying that the employee was paid the required minimum wage.

1. The Mayor has created an Internet-based portal for online quarterly wage reports located at wrep.does.dc.gov.
2. Employers shall submit quarterly wage reports online unless online reporting creates a hardship, in which case the employer shall submit reports in hard-copy form.
3. The Mayor provides training to educate employers about the reporting requirements and use of the Internet-based portal.

**ADDITIONAL LAWS ADMINISTERED BY THE OFFICE OF WAG