



NORTH DAKOTA MINIMUM WAGE
 Labor and Human Rights
ND MINIMUM WAGE & WORK CONDITIONS SUMMARY

MINIMUM WAGE RATE: **\$7.25** per hour on **7/24/09**
 Effective Date: **August 1, 2015**
 North Dakota does not have a Training Wage.

OVERTIME N.D. Admin. Code § 46-02-07-02(4)
 • Overtime pay must be paid at one and one-half times the employee's regular rate of pay for hours worked over forty in any work week.
 • A work week is a seven consecutive day period defined by the employer.
 • Overtime is computed on a weekly basis regardless of the length of the pay period.
 • Overtime is based only on hours worked. Paid holidays, paid time off, or sick leave need not be counted in computing overtime hours.
 • Compensatory time is not legal in private employment for non-exempt employees — overtime hours may not be "banked" and used for time off in another work week.
 • Employees working more than one job under the control of the same employer must have all hours worked counted toward overtime.
 • Exemptions from overtime are listed on the reverse side of this poster (below). Formulas for calculating overtime are available in N.D. Admin. Code Section 46-03-01.

MEAL PERIODS N.D. Admin. Code § 46-02-07-02(5)
 • A minimum 30-minute meal period must be provided in shifts exceeding five hours when there are two or more employees on duty.
 • Employees may waive their right to a meal period upon agreement with the employer.
 • Employees do not have to be paid for meal periods if they are completely relieved of their duties and the meal period is at least thirty minutes in length.
 • Employees are not completely relieved if they are required to perform any duties during the meal period.
 • Other breaks (such as 15 minute "coffee" breaks) are not required by law, but must be paid if they are offered by the employer.
PAID TIME OFF N.D. Admin. Code § 46-02-07-02(12) - Applies unless a limitation below is met
 • Paid time off includes annual leave, earned time, personal days, or other provisions providing compensation for vacation. If sick leave is combined with such time into one block, all of the hours are defined as paid time off. If sick leave is not defined as paid time off, it is kept in a separate bank.
 • Once paid time off is made available for an employee's use, any unused portion of such time is considered wages upon separation from employment and must be paid at the regular rate of pay earned by the employee prior to separation.
 • No employment contract or policy may provide for forfeiture of earned paid time off upon separation.
 • An employment contract or policy may require an employee to take vacation by a certain date or lose the vacation ("use it or lose it"), provided that the employee is given a reasonable opportunity to take the vacation. The employer must demonstrate that the employee had notice of such contract or policy provision.

LIMITATIONS ON PAID TIME OFF N.D.C.C. § 34-14-09.2
 1. If an employee separates from employment voluntarily, a private employer may withhold payment for accrued paid time off if the following three conditions are all met:
 a. At the time of hiring, the employer provided the employee written notice of the limitation on payment of accrued paid time off;
 b. The employee has been employed by the employer for less than one year; and
 c. The employee gave the employer less than five days' written or verbal notice.
 2. If an employee separates from employment involuntarily, an employer may withhold payment for paid time off if:
 a. The paid time off was awarded by the employer but not yet earned by the employee; and
 b. Before awarding the paid time off, the employer provided the employee written notice of the limitation on payment of awarded paid time off.

PAYDAYS & RECORD KEEPING N.D.C.C. § 34-14-02, 03 and N.D. Admin. Code § 46-02-07-02
 • Employees must be paid at least once each calendar month on the regular payday(s) designated in advance by the employer.
 • Every employer must furnish to an employee each pay period a check stub or voucher indicating hours worked, rate of pay, required state and federal deductions, and any authorized deductions.
 • When an employee is terminated from employment, separates from employment voluntarily, or is suspended from work as the result of an industrial dispute, unpaid wages or compensation become due and payable at the regular payday(s) established in advance by the employer for the period(s) worked by the employee.
 • When an employer terminates an employee, the employer shall pay those wages to the employee by certified mail at an address designated by the employee or as otherwise agreed upon by both parties.

DEDUCTIONS FROM PAY N.D.C.C. § 34-14-04.1
 Except for those amounts that are required under state or federal law to be withheld from employee compensation or where a court has ordered the employer to withhold compensation, an employer only may withhold from the compensation due employees:
 1. Advances paid to employees, other than undocumented cash.
 2. A recurring deduction authorized in writing.
 3. A non-recurring deduction authorized in writing, when the source of the deduction is cited specifically.
 4. A non-recurring deduction for damage, breakage, shortage, or negligence must be authorized by the employer at the time of the deduction.

EMPLOYMENT AT WILL N.D.C.C. § 34-03-01
 Employment relationships without a specific term exist at the will of both parties and can be terminated by either party upon notice to the other. No minimum length of notice (for example, a two-week notice) is required. Contracts specifying a term of employment pre-empt the at-will provision.
YOUTH EMPLOYMENT N.D.C.C. ch. 34-07
 Employment & Age Certificates (work permits) are required for workers ages 14 & 15 and are available from the Department of Labor, Job Service Offices, County School Superintendents' offices, and local schools.
 Restricted hours for youth, ages 14 & 15:
 • Maximum hours per day: 3 per school day, 8 per non-school day.
 • Maximum hours per week: 18 per school week (any week in which school attendance is required any part of 4 or more days), 40 per non-school week.
 • May work only between 7 a.m.-7 p.m. (until 9 p.m. from June 1st - Labor Day).
 • Hazardous job duties for youth age 14 & 15:
 Workers ages 14 & 15 are prohibited from performing certain jobs defined as hazardous in labor law.

RIGHT TO WORK N.D.C.C. § 34-01-14
 An individual's right to work may not be denied or abridged due to membership or nonmembership in any labor union or labor organization.

POSTING REQUIRED
 Must be posted in a conspicuous place in a commonly frequented area in which employees work
Additional Information

EXEMPTIONS FROM OVERTIME N.D. Admin. Code § 46-02-07-02(4)
 • An employee employed in a bona fide executive, administrative, or professional capacity.
 • An employee whose primary duties consist of:
 a. The management of the enterprise or recognized department or subdivision thereof;
 b. Directing the work of two or more other employees; and
 c. The authority to hire or fire other employees or whose suggestions will be given particular weight.
Administrative - an employee whose primary duties consist of:
 a. Office or non-manual work directly related to management policies or general business operations; and
 b. Who customarily and regularly exercises discretion and independent judgment.
Academic - an employee whose primary duties consist of:
 a. Work requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study as distinguished from that of academic education and from an apprenticeship, and from training in the performance of routine mental, manual, or physical processes;
 b. Maintaining the consistent exercise of discretion and judgment in its performance; and
 c. Work that is predominantly intellectual and varied in character as opposed to routine mental, manual, or physical work.
Professional - an employee whose primary duties consist of:
 a. An employee engaged in an occupation - growing, raising, preparing, or delivering agricultural commodities for market.
 b. An employee spending at least 51% of the employee's work time providing direct care to clients of a shelter, foster care, or residential facility.
 c. An employee employed in domestic service who resides in the household in which employed.
 d. A travel employment salesperson in retail automobile, trailer, boat, aircraft, taxi, driver and healthcare overtime provisions.

TAXI DRIVER AND HEALTHCARE OVERTIME PROVISIONS N.D. Admin. Code § 46-02-07-02(4)
 • Taxicab drivers must be paid overtime for all hours worked in excess of fifty hours in a work week.
 • Hospitals and residential care establishments may adopt, by agreement with their employees, a fourteen-day overtime period, if the employees are paid at least one and one-half their regular rate for hours worked over eight in a day or eighty in a fourteen-day overtime period.

TIPS N.D. Admin. Code § 46-02-07-03
 • Gratuities offered to an employee by a customer belong to the employee and may not be retained by the employer.
 • Child labor - An employee must be paid the minimum wage for tipped employees. With the tip credit applied, the minimum direct wage payable to a tipped employee is \$4.86 per hour effective July 24, 2009. The employer must maintain written records verifying that tipped employees receive at least the full minimum wage for all hours worked when the direct wage and tips are combined.
 • A tipped employee is any service employee in an occupation in which he or she receives more than thirty dollars per month in tips.
 • Tip pooling is allowed only among tipped employees. A vote of tipped employees is required to allow tip pooling. The minimum direct wage payable to a tipped employee for the direct service. The employer must verify and customarily provide personal face-to-face service to individual customers, which the customer would recognize as being performed for his or her benefit. Services such as cooking and dishwashing are not included.
 • An employer who elects to use the tip credit must inform the employee in advance.
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MEETINGS AND TRAINING TIME N.D. Admin. Code § 46-02-07-02(6)
 Attendance at lectures, meetings, training programs and similar activities need not be counted as working time if all the following criteria are met:
 a. Attendance is outside of the employee's regular working hours.
 b. Attendance is in fact voluntary.
 c. The course, lecture, or meeting is not directly related to the employee's job.
 d. The employee does not perform any productive work during such attendance.
 Training or education mandated by the state, federal government, or any political subdivision for a specific occupation need not be counted as working time.

TRAVEL TIME N.D. Admin. Code § 46-02-07-02(7)
 • The following types of travel time are not considered work time for which an employee must be compensated: 1) Ordinary travel from home to work, 2) Time spent as a passenger on an airplane, train, bus, or automobile outside of regular working hours, 3) Activities that are merely incidental use of an employer-provided vehicle for commuting time.
 • The following types of travel time are considered work time for which an employee must be compensated: 1) Travel during regular work hours; 2) Travel on non-work days during regular work hours (regular work hours are those typically worked by an employee on work days); 3) Travel time from job site to job site or from office to job site; 4) The driver of a vehicle is working at any time when required to travel by the employer; 5) One-day assignments performed at the employer's request (regardless of driver or passenger status).

ON-CALL N.D. Admin. Code § 46-02-07-02(8)
 • When employees are required to remain on-call on the employer's premises or so close thereto that they cannot use the time effectively for their own purposes, they are considered to be working and must be compensated.
 • When employees are on-call and are not required to remain on the employer's premises but are required to respond to a beeper or leave word at home or the employer's business whenever they may be reached, they are not considered to be working and need not be compensated.

BONUSES AND COMMISSIONS N.D. Admin. Code § 46-02-07-02(15)
 • An earned bonus is an amount paid in addition to a regular wage, or commission. An earned bonus is compensable when an employee performs the requirements set forth in a contract or an agreement between the parties.
 • A commission is a fee or percentage given for compensation to an individual for completion of a sale, service, or transaction. Upon separation from employment, the past practices, policies, and entire employment relationship will be used to determine if the commission is earned and compensable.

ROOM AND BOARD N.D. Admin. Code § 46-02-07-02(13)
 The reasonable value, not exceeding the employee's actual cost, of board, lodging, and other facilities customarily furnished by the employer for the employee's benefit may be assessed for each hour of the employee's wage below the hourly rate to be treated as part of the wages, up to a maximum of eighteen dollars per day, if agreed in writing and if the employee's acceptance of facilities is in fact voluntary.
UNIFORMS N.D. Admin. Code § 46-02-07-02(11)
 An employer may require an employee to purchase uniforms if the cost of such uniforms does not bring that employee's wage below the minimum wage for all hours worked during any pay period.

EMPLOYMENT DISCRIMINATION N.D.C.C. ch. 14-02.4
 Employers may not discriminate against employees or applicants on the basis of race, color, religion, sex, pregnancy, national origin, age, mental or physical disability, status with respect to marriage or public assistance, participation in lawful activity off the employer's premises during non-working hours which is in direct conflict with the essential business-related functions of the employer, or opposition to such discrimination in the workplace.
ADDITIONAL RETALIATION N.D.C.C. § 34-01-20
 An employer may not discharge, discipline, threaten, discriminate, or penalize an employee regarding the employee's compensation, conditions, location, or privileges of employment because:
 • The employer, or person acting on behalf of an employer, in good faith, reports a violation of federal, state, or local law, ordinance, regulation, or rule to an employer, a governmental body, or law enforcement official.
 • The employer is requested by a public body to officiate to participate in an investigation, a hearing, or an inquiry.
 • The employer refuses an employee's order to perform an act that the employee believes violates local, state, or federal law, ordinance, rule, or regulation. The employee must have an objective basis in fact for that belief and shall inform the employer that the order is being refused for that reason. Public employees should also see N.D.C.C. ch. 34-11.1 Public Employees Relations Act for further information.

This poster summarizes provisions contained in the ND Minimum Wage and Work Conditions Order North Dakota Administrative Code (N.D. Admin. Code) Chapter 46-02-07, as well as selected provisions of North Dakota Century Code (N.D.C.C.) Title 34 and N.D.C.C. Chapter 14-02.4.

ANTI-DISCRIMINATION NOTICE
 It is illegal to discriminate against public-authorized individuals. Employers CANNOT specify which documents(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.
 For information, please contact
 The Office of Special Counsel for Immigration Related Unfair Employment Practices Office at 800-255-7688.

FEDERAL MINIMUM WAGE
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 1 1/2 times your regular rate of pay for all hours worked over 40 in a workweek.
 Employees must be paid at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural employment.
TIP CREDIT Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers 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 or if the employer's tips do not equal the minimum hourly wage, the employer must make up the difference.
PUMP AT WORK The FLSA requires employers to provide reasonable break time for a nursing employee to express breast milk for their nursing child for one year after the child's birth each time the employee needs to express breast milk. Employers must provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by the employee 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 or monetary penalties for each willful or repeated violation of the

WAGE AND HOUR DIVISION
 UNITED STATES DEPARTMENT OF LABOR
 1-866-487-9243
 www.dol.gov/agencies/whd
 WH1420 REV 04/23

EMPLOYERS 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 with the Federal Government. If you are applying for a job with, or are an employee of, a company with a Federal contract or subcontract, you are protected under Federal law from discrimination on the following bases:
Race, Color, Religion, Sex, Sexual Orientation, 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 the compensation of other applicants or employees.
Disability Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment by Federal contractors. 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 to the employer. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE
Race, Color, National Origin, Sex In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment by Federal contractors. 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 to the employer. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

Individuals with Disabilities Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial aid. 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. If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.

EMPLOYEE POLYGRAPH PROTECTION ACT
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 of a referring test to take a test or for exercising other rights under the Act.
EXEMPTIONS Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related activities. The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector only to restrictions, to certain private individuals engaged in security service firms (armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers. The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer. The law does not preempt any provision of any State or local law or any collective bargaining agreement which is more restrictive with respect to lie detector tests.
EXAMINEE RIGHTS Where polygraph tests are permitted, they are subject to numerous strict 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 to have test results disclosed to unauthorized persons.
ENFORCEMENT The Secretary of Labor may bring court actions to restrain violations and assess civil penalties against violators. Employees or job applicants may also bring their own court actions.
THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.

UNEMPLOYMENT COMPENSATION
THIS POSTER MUST BE POSTED IN A CONSPICUOUS PLACE
TO EMPLOYEES:
 THIS EMPLOYER IS SUBJECT TO THE UNEMPLOYMENT COMPENSATION LAWS OF THE STATE OF NORTH DAKOTA
 Employer Name: _____
 Account #: _____
YOU MAY BE ELIGIBLE FOR UNEMPLOYMENT COMPENSATION BENEFITS IF YOU MEET THE ELIGIBILITY REQUIREMENTS
 To file a claim for unemployment compensation benefits:
 • Online: www.jobsnd.com. Click on UI ICE logo
 • or call: 1-701-328-4995 or TTY: RELAY ND 1-800-366-6888 (for hearing impaired only)

The North Dakota Unemployment Compensation Law requires job applicants to post this notice near the location(s) where worker's service are performed. Employers are prohibited from posting this notice if they are not currently liable for coverage. NDCC 52-06-35 NDRC 27-02-04-01
 Job Service North Dakota
 Unemployment Insurance
 PO Box 550
 Bismarck, ND 58506-5507
 Job Service North Dakota is an Equal Opportunity Employer/Program Provider
 Auxiliary Aids and Services are available upon request to individuals with disabilities. (SND 4032 (R.05/06))

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TO EMPLOYEES:
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 Employer Name: _____
 Account #: _____
YOU MAY BE ELIGIBLE FOR UNEMPLOYMENT COMPENSATION BENEFITS IF YOU MEET THE ELIGIBILITY REQUIREMENTS
 To file a claim for unemployment compensation benefits:
 • Online: www.jobsnd.com. Click on UI ICE logo
 • or call: 1-701-328-4995 or TTY: RELAY ND 1-800-366-6888 (for hearing impaired only)

The North Dakota Unemployment Compensation Law requires job applicants to post this notice near the location(s) where worker's service are performed. Employers are prohibited from posting this notice if they are not currently liable for coverage. NDCC 52-06-35 NDRC 27-02-04-01
 Job Service North Dakota
 Unemployment Insurance
 PO Box 550
 Bismarck, ND 58506-5507
 Job Service North Dakota is an Equal Opportunity Employer/Program Provider
 Auxiliary Aids and Services are available upon request to individuals with disabilities. (SND 4032 (R.05/06))

FMLA - FAMILY AND MEDICAL LEAVE ACT
Your Employee Rights Under the Family and Medical Leave Act

What is FMLA leave? The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with job-protected leave for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.
Who is eligible for FMLA leave? You are eligible for FMLA leave if you have worked for your employer for at least 12 months in a 12-month period for:
 • The birth, adoption or foster placement of a child with you,
 • Your serious mental or physical health condition that makes you unable to work,
 • To care for your spouse, child or parent with a serious mental or physical health condition, and
 • Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military service member.
Eligible employees who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness may take up to 26 workweeks of FMLA leave in a single 12-month period to care for the servicemember.
You have the right to use FMLA leave in one block of time. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.
FMLA leave is not paid leave, but you may choose, or be required by your employer, to use any employer-provided paid leave if you are unable to work.
What does my employer need to do if you are eligible for FMLA leave, your employer must:
 • Allow you to take job-protected time off work for a qualifying reason,
 • Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
 • Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.
Your employer cannot interfere with your FMLA rights or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for benefits you would have attained if you had not been absent due to FMLA leave.
After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your employer must confirm whether you are eligible or not eligible for FMLA leave. If your employer determines that you are eligible, your employer must **notify you in writing:**
 • About your FMLA rights and responsibilities, and
 • How much of your requested leave, if any, will be FMLA-protected.
Where can I find more information?
 Call 1-866-487-9243 or visit dol.gov/fmla to learn more. If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court.
Scan the QR code to learn about your WHD complaint process.

AM I ELIGIBLE TO TAKE FMLA LEAVE? You are an eligible employee if all the following apply:
 • You work for a covered employer.
 • You have worked for your employer at least 12 months.
 • You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
 • Your employer has at least 50 employees within 75 miles of your work location.
Airline flight crew employees have different "hours of service" requirements.
When is a covered employer if one of the following applies:
 • You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
 • You work for an elementary or public or private secondary school or,
 • You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by the FMLA, administered by the Office of Personnel Management.
How do I request FMLA leave? Generally, to request FMLA leave you must:
 • Follow your employer's normal policies for requesting leave,
 • Give notice at least 30 days before your need for FMLA leave, or
 • If advance notice is not possible, give notice as soon as possible.

WITHHOLDING STATUS
YOU MAY NEED TO CHECK YOUR WITHHOLDING
Since you last filed form W-4 with your employer did you...
 • Marry or divorce?
 • Change your dependent?
 • Change your name?
Were there major changes to...
 • Your non-wage income (interest, dividends, capital gains, etc.)?
 • Your family wage income (you or your spouse started or ended a job)?
 • Your itemized deductions?
 • Your tax credits?
If you can answer "YES"...
 To these questions or if you owed extra tax when you filed your last return, you may need to file a new form W-4.
 See your employer for a copy of Form W-4 or call the IRS at 1-800-829-3676.
 Now is the time to check your withholding. For more details, get Publication #919, How Do I Adjust My Tax Withholding?, or use the Withholding Calculator at www.irs.gov/individuals on the IRS website.
Employer: Please post or publish this Bulletin Board Poster so that your employees will see it. Please indicate where they can get forms and information on this subject.
WAGE AND HOUR DIVISION
 UNITED STATES DEPARTMENT OF LABOR
 WH1420 REV 04/23

EEOC - KNOW YOUR RIGHTS: WORKPLACE DISCRIMINATION IS ILLEGAL
Know Your Rights: Workplace Discrimination is Illegal
 The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in employment. If you believe you've been discriminated against at work or in applying for a job, the EEOC may be able to help.
Who is Protected?
 Employees (current and former), including managers and temporary employees.
 Job applicants and applicants for membership in a union.
What Organizations are Covered?
 • Most private employers
 • State and local governments (as employers)
 • Educational Institutions (as employers)
 • Unions
 • Staffing agencies
What Types of Employment Discrimination are Illegal?
 An employer may not discriminate against you, regardless of your immigration status, on the bases of:
 • Race
 • Color
 • Religion
 • National origin
 • Sex (including pregnancy, childbirth, and related medical conditions, sexual orientation, or gender identity)
 • Age (40 and older)
 • Disability
 • Genetic information (including employer requests for, or purchase, use, or disclosure of genetic information about services, or family medical history)
 • Retaliation for filing a charge, reasonably opposing discrimination, or participating in a discrimination lawsuit, investigation, or proceeding
 • Conduct that coerces, intimidates, threatens, or interferes with someone exercising their rights, or someone assisting or encouraging someone else to exercise rights, regarding disability discrimination (including accommodation) or pregnancy accommodation.
What Can You Do if You Believe Discrimination has Occurred?
 Contact the EEOC promptly if you suspect discrimination. Do not delay, because there are strict time limits for filing a charge of 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 at <https://publicportal.eeoc.gov/Portal/Login.aspx>
 • Call 1-800-669-4000 (toll free) 1-800-669-6820 (TTY) 1-844-234-5122 (ASL video phone)
 • Visit an EEOC field office (www.eeoc.gov/field-office)
 • E-Mail info@eeoc.gov
 Additional information about the EEOC, including information on filing a charge of discrimination, is available at www.eeoc.gov.

OSHA - THE OCCUPATIONAL SAFETY AND HEALTH ACT
Job Safety and Health IS THE LAW!
 U.S. Department of Labor
 Occupational Safety and Health Administration
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
 ND-0723-F04

WORKFORCE SAFETY AND INSURANCE IMPORTANT NOTICE TO EMPLOYEES
Important Notice to Workers
 myWSI
 Workforce Safety & Insurance (WSI) is a non-profit organization that provides workers with information and resources to help them understand their rights and benefits. WSI is a member of the U.S. Department of Labor's Wage and Hour Division. WSI is a 501(c)(3) non-profit organization. WSI is not affiliated with any political party or organization. WSI is not a government agency. WSI is not a labor union. WSI is not a contractor. WSI is not a service provider. WSI is not a consultant. WSI is not a lobbyist. WSI is not a lobbyist. WSI is not a lobbyist.

In Case of Injury at Work
Seek first aid or medical treatment immediately
 • If your employer does not have a Designated Medical Provider (DMP) you may see any medical provider.
 • If your employer does have a DMP, you are required to see that DMP unless you select your own DMP before the injury occurred.
 • If it is an emergency, you can treat with any medical provider.
Filing a Workers' Compensation Claim
 File a claim with WSI within 24 hours after a work injury occurs:
 • Complete the First Report of Injury (FROI) with your employer, if possible
 • Submit the FROI online at mywsi.workforcesafety.com, or
 • Complete the FROI and send it to WSI.
What happens after a claim is filed?
 • A claim number is assigned.
 • Information is gathered, facts are reviewed, and a decision is made.
 • You and your employer are notified of the decision.
Your Responsibilities
 • Tell medical provider(s) your claim number.
 • Stay in touch with your employer and update them on your condition.
 • Notify WSI immediately:
 - of any work activity, whether you are paid or not,
 - if you change your address or telephone number,
 - if you apply for Social Security disability or retirement