

# District of Columbia



## Comply Anywhere Poster Pack

*A digital compliance solution for all of  
your state labor law postings.*

## **Employee Notice – Your Rights Are Protected**

The State of District of Columbia has established laws and regulations that protect the rights of employees. As your employer, we are conspicuously posting the information that is required by the State of District of Columbia to better inform you of your rights as an employee of our company. If you should have any questions regarding these postings, please contact the personnel office or your immediate supervisor.

**Note:** *The Comply Anywhere Poster (CAP) Pack is designed to provide accurate and authoritative information in regard to the subject matter covered. Businesses with one or more employees are required to comply with federal, state and/or local law notification and posting requirements. CAP will not satisfy all labor law posting and notification requirements that must be posted conspicuously in a location frequented by employees at a business. CAPs should be used only as a supplementary product when space is limited.*

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*The Federal Government has additional laws and regulations that protect the rights of employees. These federal posters and notices, including federal contractor postings, can be found in our Federal Comply Anywhere Poster Pack at the following link:*

**<< [CLICK HERE](#) >>**

**Item #DC-CAP-DF**  
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## DISTRICT OF COLUMBIA MINIMUM WAGE POSTER

THIS SUMMARY MUST REMAIN IN A VISIBLE  
LOCATION WHERE EMPLOYEES MAY READ

### MINIMUM WAGE RATES

Employees who do not receive gratuities	Employees who receive gratuities
\$13.25 per hour beginning July 1, 2018	\$3.89 per hour beginning July 1, 2018
\$14.00 per hour beginning July 1, 2019	\$4.45 per hour beginning July 1, 2019
\$15.00 per hour beginning July 1, 2020	\$5.00 per hour beginning July 1, 2020
\$15.20 per hour beginning July 1, 2021	\$5.05 per hour beginning July 1, 2021
\$16.10 per hour beginning July 1, 2022	\$5.35 per hour beginning July 1, 2022
\$17.00 per hour beginning July 1, 2023	\$6.00 per hour beginning May 1, 2023 \$8.00 per hour beginning July 1, 2023

Beginning in 2021, the minimum wage will increase during each successive year in proportion to the Consumer Price Index for both employees who do not receive gratuities and employees who receive gratuities. Visit the Department of Employment Services website at [www.does.dc.gov](http://www.does.dc.gov) for the yearly minimum wage rates.

### 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, removed adult learners as a minimum wage exception. 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 home of the consumer.

### OVERTIME PAY

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 shall not apply to persons employed:

1. In a bona fide executive, administrative, professional, computer, or outside sales capacity;
2. As a private household worker who lives on the premises of the employer;
3. In a retail or service establishment and whose regular rate of pay is in excess of one and one-half times the minimum hourly rate applicable under the Act, and more than one-half of the employee's compensation for a representative period (not less than one month) represents commissions on goods and services;
4. As a seaman, by a railroad, as an attendant in a parking lot or parking garage, or in newspaper home delivery;
5. By an air carrier who voluntarily exchanges workdays with another employee for the primary purpose of utilizing air travel benefits available to these employees; or
6. 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 ultimate purchasers.

NOTE: The Car Wash Employee Overtime Amendment Act of 2012, effective May 31, 2012, removed the 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, became 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](http://www.dol.gov/whd).

## UNIFORMS

Employers must pay the cost of purchase, maintenance, and cleaning of uniforms and protective clothing required by employer or by law or 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 employer cleans and maintains but 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 over four (4) hours of work, a maximum of two (2) meal deductions is allowed. For employees that live on the employer's premises, no more than \$6.36 per day can be deducted.

## OTHER PROVISIONS

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

## DEDUCTIONS

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

## 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 (please see the rate of current minimum wage in accordance with the regulations set forth in this document under tipped employees) to "tipped employees." If an employee's hourly tip earnings (averaged weekly) added to the service rate do not equal the minimum wage, the employer must pay the difference.

## INTERNET-BASED TIP PORTAL FOR ONLINE REPORTING OF THE QUARTERLY WAGE REPORT

An employer who employs an employee who receives gratuities 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 reporting of the quarterly wage reports and it is located at <https://www.essp.does.dc.gov/>.
2. An employer shall submit its quarterly wage reports online unless the employer claims that online reporting creates a hardship, in which case the employer shall submit its reports in hard-copy form.
3. The Mayor shall provide reporting requirements training to educate employers about the reporting requirements and use of the Internet-based portal.

## ADDITIONAL LAWS ADMINISTERED BY THE OFFICE OF WAGE- HOUR

All labor laws enforced within the District of Columbia can be found on [www.does.dc.gov](http://www.does.dc.gov).

## FOR A COMPLETE TEXT OF EACH LAW OR TO FILE A COMPLAINT CONTACT

**DEPARTMENT OF EMPLOYMENT SERVICES  
OFFICE OF WAGE HOUR**  
4058 Minnesota Avenue, N.E.  
Washington, D.C. 20019  
(202) 671-1880 | [www.does.dc.gov](http://www.does.dc.gov)





### 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 DCWC, 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 lost 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 DCWC, 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 DCWC, 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 DCWC, Employee's Notice of Accidental Injury or Occupational Disease. Please provide your employee with Form No. 7 DCWC 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 THE EMPLOYER'S PLACE(S) OF BUSINESS**

FORM NO. 1 DCWC  
Revised March, 2017



## 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.

<p><b>American Job Center – Headquarters</b> 4058 Minnesota Avenue, N.E. Washington, DC 20019 (202) 724-2337</p>	<p><b>American Job Center – Northeast</b> CCDC - Bertie Backus Campus 5171 South Dakota Avenue, N.E., 2nd Floor Washington, DC 20017 (202) 576-3092</p>
<p><b>American Job Center – Northwest</b> Frank D. Reeves Municipal Center 2000 14th Street, N.W., 3rd Floor Washington, DC 20009 (202) 442-4577</p>	<p><b>American Job Center – Southeast</b> 3720 Martin Luther King, Jr. Avenue, S.E. Washington, DC 20032 (202) 741-7747</p>
<p><b>American Job Centers Hours of Operation:</b> Monday - Thursday 8:30 a.m. - 4:30 p.m. Friday 9:30 a.m. - 4:30 p.m.</p>	

You may also apply for benefits through the Internet at [www.dcnetworks.org](http://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.



## Equal Employment Opportunity

- 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 or 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 Offense or Stalking (DVSOS)
- 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 can 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 and 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 family member.

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\*\* during any 12 month period to attend or participate in school-related events for his or her child.

A parent is defined as 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

To file a complaint about a violation of these laws with the Office of Human Rights, visit:

- **Online** at [ohr.dc.gov](http://ohr.dc.gov); or
- **In-Person** at 441 4th Street NW, Suite 570N, Washington, DC 20001.

Questions can also be answered by phone at (202) 727-4559.

\* 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.

\*\* Leave is unpaid unless the parent elects to use any paid family, vacation, personal or compensatory leave provided by the employer.

## DC Family and Medical Leave Act

- Workplace Poster -



### 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 employees may use accrued leave (i.e., sick, annual, PTO, etc.) and where applicable, for private sector, payment 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.<sup>1</sup>

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](https://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.



[ohr.dc.gov](https://ohr.dc.gov)

phone: (202) 727-4559

fax: (202) 727-9589

441 4th Street NW, Suite 570N, Washington, DC 20001

<sup>1</sup> 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.



## Parental Leave Act

- Know Your Rights in the District of Columbia -



### Work Leave for Parenting Purposes

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. 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 he or she 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 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.

#### 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](https://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.

## Protecting Pregnant Workers Fairness Act

- Know Your Rights in the District of Columbia -



### Accommodations for Pregnancy, Childbirth and 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, 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,\* 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 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 to 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:

- **Online** at [ohr.dc.gov](https://ohr.dc.gov); or
- **In-Person** at 441 4th Street NW, Suite 570N, Washington, DC 20001.

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.

\* 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.

REVISED 01/03/19

## 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](https://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](https://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 \$1,118.

#### 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](https://ohr.dc.gov).

For more information about Paid Family Leave, please visit the Office of Paid Family Leave's website at [dcpaidfamilyleave.dc.gov](https://dcpaidfamilyleave.dc.gov), call 202-899-3700, or email [does.opfl@dc.gov](mailto:does.opfl@dc.gov).

# Aviso para los Empleados

## Información sobre la Licencia Familiar Pagada en el Distrito de Columbia

Su empleador está sujeto a la ley de la Licencia Familiar Pagada del Distrito de Columbia, que permite a los empleados cubiertos a recibir tiempo libre pagado para eventos médicos, familiares y parentales que califiquen. Para más información sobre la Licencia Familiar Pagada, por favor visite la siguiente página web [dcpaidfamilyleave.dc.gov](https://dcpaidfamilyleave.dc.gov).

### Empleados cubiertos

Para recibir beneficios bajo el programa de la Licencia Familiar Pagada, usted debe haber trabajado para un empleador en el Distrito de Columbia antes de experimentar un evento cubierto. Su empleador debe reportar su salario al Departamento de Servicios de Empleo y haber pagado impuestos basados en su salario. Para saber si usted es un empleado cubierto, puede preguntarle a su empleador o ponerse en contacto con la Oficina de la Licencias Familiar Pagada usando la información al inferior de esta página. Su empleador está obligado a informarle si usted está cubierto por el programa de la Licencia Familiar Pagada. Usted debe recibir información sobre la Licencia Familiar Pagada de su empleador en estas tres (3) ocasiones:

1. En el momento en que fue contratado
2. Al menos una vez al año
3. Si alguna vez le pidió a su empleador un permiso que pudiera calificar para recibir beneficios bajo el programa de la Licencia Familiar Pagada.

### Eventos cubiertos

Hay cuatro (4) tipos de eventos para los cuales usted puede calificar para los beneficios de la Licencia Familiar Pagada.

1. Permiso Parental – puede recibir hasta 12 semanas en un año de beneficios para establecer un vínculo con un niño.
2. Permiso Familiar – puede recibir hasta 12 semanas en un año de beneficios para cuidar un familiar en un estado grave de salud
3. Permiso por razones Médicas- puede recibir hasta 12 semanas en un año de beneficios para cuidar su propia condición de salud.
4. Permiso prenatal: puede recibir hasta 2 semanas en un año de beneficios para recibir atención médica prenatal.

### Tiempo máximo para ausentarse al que tiene derecho

Cada tipo de licencia tiene sus propias reglas para poder calificar y su propio límite de duración de los beneficios en un año. La cantidad máxima de licencia para cualquier combinación de licencia parental, familiar y médica es de 12 semanas. Sin embargo, existe una excepción para las mujeres embarazadas que piden la licencia prenatal. Las mujeres embarazadas tienen derecho a 2 semanas de licencia prenatal durante el embarazo y a 12 semanas de licencia parental después del parto, con un máximo de 14 semanas.

Para obtener más información sobre la licencia familiar pagada, visite el sitio web de la Oficina de Licencia Familiar Pagada en [dcpaidfamilyleave.dc.gov](https://dcpaidfamilyleave.dc.gov), llame al 202-899-3700 o por correo electrónico al [does.opfl@dc.gov](mailto:does.opfl@dc.gov).

### Cómo solicitar los beneficios

Si usted ha experimentado un evento que puede calificar para los beneficios, asegúrese de presentar una solicitud no más de 30 días después de su evento. Puede obtener más información sobre cómo solicitar los beneficios con la Oficina de Licencia Familiar Pagada [dcpaidfamilyleave.dc.gov](https://dcpaidfamilyleave.dc.gov).

### Cantidad de beneficios

Los beneficios de Licencia Familiar Pagada se basan en los salarios que su empleador le pagó e informó al Departamento de Servicios de Empleo. Si cree que su salario se informó incorrectamente, tiene derecho a proporcionar prueba de su salario correcto. La cantidad máxima de beneficio semanal actual es \$1,118.

### Protección del empleado

La Oficina de Licencia Familiar Pagada no administra ninguna protección laboral para los trabajadores del Distrito que se toman una licencia laboral. Sin embargo, algunas protecciones laborales pueden estar disponibles bajo las leyes y regulaciones administradas por la Oficina de Derechos Humanos del Distrito (OHR, por sus siglas en inglés).

De acuerdo con la Ley Universal de Ausencia Pagada, la Oficina de Licencia Familiar Pagada está obligada a notificar lo siguiente:

1. Que se prohíben las represalias por parte de un empleador cubierto contra un empleado cubierto por pedir, solicitar o usar los beneficios de licencia pagada;
2. Que un empleado que trabaje para un empleador cubierto con menos de 20 empleados no tendrá derecho a la protección del empleo si decide tomar una licencia pagada en conformidad con esta ley; y
3. Que los empleados tienen derecho a presentar una queja ante la Oficina de Derechos Humanos (OHR) si sienten que han sido objeto de represalias por solicitar, pedir o utilizar una licencia pagada.

Para obtener más información sobre la Oficina de Derechos Humanos (OHR) y la protección del empleo, visite la siguiente página web: [ohr.dc.gov](https://ohr.dc.gov).

## 致就业人员的通知

### 关于哥伦比亚特区带薪家庭休假的信息

根据哥伦比亚特区带薪家庭休假法律规定，您的雇主必须为雇员提供带薪休假时间以便其参加符合规定的育儿、探亲、医疗和产前相关活动。如欲了解更多有关带薪家庭休假计划的信息，请访问带薪家庭休假办公室网站 [dcpaidfamilyleave.dc.gov](https://dcpaidfamilyleave.dc.gov)。

#### 覆盖就业人员

如欲享受带薪家庭休假计划内的福利，您必须在哥伦比亚特区为计划覆盖的雇主工作。如欲了解您是否属于覆盖就业人员，您可以咨询雇主或通过下方的联系方式与带薪家庭休假办公室联系。您的雇主必须告知您是否属于带薪家庭休假计划覆盖人员。此外，您的雇主必须在以下三个时段为您提供有关带薪家庭休假计划的信息：

1. 您被雇佣时；
2. 每年至少一次；以及
3. 如果您向雇主提出休假并且符合带薪家庭休假计划范围内的福利要求时。

#### 覆盖活动

带薪家庭休假福利有四种：

1. 育儿假 - 一年中可享受至多 12 周的休假以建立与新生的亲密关系；
2. 探亲假 - 一年中可享受至多 12 周的休假以照顾家庭成员；
3. 病假 - 一年中可享受至多 12 周的休假以治疗自己的严重健康问题；
4. 产前假 - 一年中可享受至多 2 周的休假以获得产前医疗护理。

#### 最高休假权限

每种休假都有自己的符合条件以及一年中您可以享受的休假时长限制。任何情况下的育儿、探亲和医疗假期最长均为 12 周。但是，怀孕女性申请育儿假属于特殊情况。怀孕女性符合资格，在怀孕时可申请 2 周的产前假，在生产后可申请 12 周的育儿假，因此共计 14 周。

如欲了解更多有关带薪家庭休假的信息，请访问带薪家庭休假办公室网站 [dcpaidfamilyleave.dc.gov](https://dcpaidfamilyleave.dc.gov)，或致电 202-899-3700，或发送邮件至 [does.opfl@dc.gov](mailto:does.opfl@dc.gov)。

#### 申请福利

如果您的情况符合休假规定，请确保在事件发生后 30 天内申请休假。您可前往带薪家庭休假办公室网站 [dcpaidfamilyleave.dc.gov](https://dcpaidfamilyleave.dc.gov) 了解更多有关申请福利的信息。

#### 福利额度

带薪家庭休假福利是基于您的雇主支付给您的工资以及向就业服务部报告的工资金额。如果您认为自己的报告工资错误，您有权提供正确的工资证明。目前的最高周福利金额为 \$1118。

#### 员工防护

带薪家庭休假办公室不为休假期间的哥伦比亚特区就业人员提供任何工作保护。但是，根据特区人权办公室（OHR）的法律法规，会提供部分工作保护。

#### 根据全民带薪休假法案(Universal Paid Leave Act)，带薪家庭休假办公室必须提供以下通知：

1. 禁止覆盖雇主因覆盖雇员请求、申请或使用带薪休假福利而对其打击报复；
2. 就业人员如在雇员人数不足 20 人的覆盖雇主处工作，当其决定根据本法请带薪假时，无权享受工作保护；以及
3. 如果就业人员因其请求、申请或使用带薪休假而感到遭到打击报复，雇员有权向 OHR 投诉。

如欲了解更多有关 OHR 和工作保护信息，请访问下方网址：[ohr.dc.gov](https://ohr.dc.gov)。



# 피고용인을 위한 공지

## 컬럼비아 특별구의 유급 가족 돌봄 휴가에 관한 정보

귀하의 고용주는 컬럼비아 특별구의 유급 가족 돌봄 휴가법의 적용을 받습니다. 이 법은 해당 직원에게 자격에 해당되는 부모, 가족, 의료 및 출산 전 관련 상황이 있을 시 유급 휴가를 제공하도록 하고 있습니다. 유급 가족 돌봄 휴가 프로그램에 대한 자세한 내용은 유급 가족 돌봄 휴가 사무국(Office of Paid Family Leave's) 웹사이트 [dcpaidfamilyleave.dc.gov](http://dcpaidfamilyleave.dc.gov)를 방문하십시오.

### 수혜 대상 근로자

유급 가족 돌봄 휴가 프로그램에 따라 혜택을 받으려면 DC에서 해당 고용주를 위해 일해야 합니다. 귀하가 본 혜택을 받을 수 있는 근로자인지 알아보려면 고용주에게 문의하거나 아래 연락처 정보를 사용하여 유급 가족 돌봄 휴가 사무국에 문의하십시오. 귀하의 고용주는 귀하가 유급 가족 돌봄 휴가 프로그램의 적용 대상인지 알려줄 의무가 있습니다. 또한 고용주는 다음과 같이 세(3) 번 유급 가족 돌봄 휴가 프로그램에 대한 정보를 제공해야 합니다.

1. 귀하를 채용한 시점에
2. 최소 1년에 1회
3. 고용주에게 유급 가족 돌봄 휴가 프로그램에 따라 혜택을 받을 수 있는 휴가를 요청하는 경우

### 혜택을 받을 수 있는 상황

유급 가족 돌봄 휴가 혜택에는 4가지 종류가 있습니다.

1. 육아 휴가 - 1년에 최대 12주 동안 새 자녀와 유대감을 형성할 수 있도록 혜택을 받을 수 있습니다.
2. 가족 돌봄 휴가 - 1년에 최대 12주 동안 가족을 돌보아야 하는 경우 혜택을 받을 수 있습니다.
3. 병가 - 1년에 최대 12주 동안 본인의 심각한 건강 문제가 있을 시 혜택을 받을 수 있습니다.
4. 출산 전 휴가 - 1년에 최대 2주 동안 출산 전 건강 관리를 위해 혜택을 받을 수 있습니다.

### 최대 휴가 기간

각 유형의 휴가에는 고유한 자격 규칙과 1년에 혜택을 받을 수 있는 기간에 대한 제한 사항이 있습니다. 육아 휴직, 가족 돌봄 휴가, 병가를 모두 합하여 사용할 수 있는 최대 휴가 기간은 12주입니다. 그러나 출산 전 휴가를 가는 여성의 경우에는 예외 사항이 적용됩니다. 임신부의 경우 임신 기간 중 2주의 출산 전 휴가를 포함, 출산 후 12주의 육아 휴가까지 최대 14주의 휴가 사용이 가능합니다.

유급 가족 돌봄 휴가에 관한 더 자세한 정보는 유급 가족 돌봄 휴가 사무국의 웹사이트 [dcpaidfamilyleave.dc.gov](http://dcpaidfamilyleave.dc.gov)를 방문하시거나 전화 202-899-3700, 또는 이메일 [does.opfl@dc.gov](mailto:does.opfl@dc.gov)로 연락주시기 바랍니다.

### 혜택 신청

혜택을 받을 수 있는 상황에 있다면, 그 상황이 발생한 후 30일 이내에 신청해야 합니다. 유급 가족 돌봄 휴가 사무국에 혜택을 신청하는 것에 대한 자세한 정보는 [dcpaidfamilyleave.dc.gov](http://dcpaidfamilyleave.dc.gov)에서 찾아보실 수 있습니다.

### 혜택 금액

유급 가족 돌봄 휴가 혜택은 고용주가 귀하에게 지급하고 고용 서비스부에 보고한 임금을 기준으로 산정됩니다. 귀하의 임금이 잘못 보고되었다고 생각 되면 귀하의 정확한 임금을 증명할 권리가 있습니다. 현재 주간 최대 혜택 금액은 \$1,118입니다.

### 피고용인 보호

유급 가족 돌봄 휴가 사무국은 직장에서 휴가를 사용하는 근로자를 위해 어떤 고용 보호 조치도 제공하지 않습니다. 그러나 일부 고용 보호는 인권 사무소(OHR)에서 관리하는 법률 및 규정에 따라 제공될 수 있습니다.

보편적 유급 휴가법(Universal Paid Leave Act)에 따라 유급 가족 돌봄 휴가 사무국은 다음 사항을 통지할 의무가 있습니다.

1. 해당 고용주가 유급 휴가 혜택을 요청, 신청 또는 사용하는 해당 직원에 대한 보복 조치를 하는 것이 금지됩니다.
2. 직원이 20명 미만인 해당 고용주를 위해 일하는 직원은 이 법에 따라 유급 휴가를 사용하기로 결정한 경우 고용 보호를 받을 자격이 없습니다.
3. 직원은 유급 휴가를 요청, 신청 또는 사용했다는 이유로 보복 조치를 당했다고 생각하는 경우 인권사무소(OHR)에 항의를 제기할 권리가 있습니다.

OHR과 고용 보호에 대한 더 자세한 정보를 원하시면 [ohr.dc.gov](http://ohr.dc.gov)를 방문하시기 바랍니다.

## NOTE À L'ATTENTION DES EMPLOYÉS

### Informations relatives aux congés pour obligations familiales dans le District de Columbia

Votre employeur est soumis à la loi en vigueur dans le District de Columbia en matière de congés pour obligations familiales qui prévoit des congés payés aux employés pour des raisons parentales, familiales, médicales et prénatales. Pour en savoir plus sur ce programme, veuillez consulter le site internet de l'Office of Paid Family Leave au [dcpaidfamilyleave.dc.gov](https://dcpaidfamilyleave.dc.gov).

#### Travailleurs couverts

Afin de bénéficier des avantages prévus par le programme de congés pour obligations familiales, vous devez travailler pour un employeur couvert et basé à DC. Pour savoir si votre employeur est couvert, vous pouvez vous enquérir directement auprès de lui ou de l'Office of Paid Family Leave grâce aux coordonnées ci-dessous. Votre employeur est tenu de vous informer si vous êtes couverts par le programme de congés pour obligations familiales. Par ailleurs, votre employeur doit vous fournir les informations relatives au dit programme dans les trois (03) éventualités suivantes :

1. À votre embauche,
2. Au moins un fois par an et
3. Si vous sollicitez de votre employeur, des congés susceptibles d'être greffés à des avantages selon le programme de congés pour obligations familiales.

#### Événements couverts

Il existe quatre (04) types d'avantages liés aux congés pour obligations familiales :

1. Le congé parental pouvant aller jusqu'à 12 semaines par an et dont les avantages sont liés à la naissance d'un enfant ;
2. Le congé familial relatif à des soins à porter un membre de famille et d'une durée pouvant aller jusqu'à 12 semaines par an ;
3. Le congé maladie accordé en cas de graves problèmes de santé affectant les concernés et d'une durée pouvant aller jusqu'à 12 semaines ;
4. Le congé prénatal dont les avantages sont liés à des soins médicaux prénataux et d'une durée pouvant aller jusqu'à 2 semaines.

#### Durée maximale de congé

Chaque type de congé est soumis à ses règles d'éligibilité et sa durée annuelle pendant laquelle vous pouvez recevoir des avantages. La durée maximale de congé pour toute combinaison de congé parental, familial et médical est de 12 semaines. Cependant, exception est faite pour les femmes enceintes qui prennent un congé parental. Les femmes enceintes sont éligibles pour 2 semaines de congé prénatal pendant la grossesse et de 12 semaines de congé parental après la naissance, pour une durée maximale de 14 semaines.

Pour plus d'informations au sujet du Paid Family Leave, veuillez consulter le site de l'Office of Paid Family Leave à l'adresse [dcpaidfamilyleave.dc.gov](https://dcpaidfamilyleave.dc.gov), appeler au numéro **202-899-3700**, ou écrire à l'adresse électronique [does.opfl@dc.gov](mailto:does.opfl@dc.gov).

#### Postuler pour des avantages

Si vous avez un événement éligible pour des avantages, veuillez à postuler dans un délai n'excédant pas 30 jours à compter de la date de votre événement. Vous pouvez en savoir plus sur les moyens de postuler pour des avantages auprès de l'Office of Paid Family Leave sur le site [dcpaidfamilyleave.dc.gov](https://dcpaidfamilyleave.dc.gov).

#### Montant des prestations

Les prestations en cas de congé pour obligation familiale sont estimées sur la base des salaires que vous verse votre employeur et qui sont déclarées auprès du Département de l'emploi (Department of Employment Services). Si vous estimez que vos salaires ne sont pas déclarés exactement, vous avez le droit de fournir la preuve de vos salaires exacts. Le montant hebdomadaire actuel maximum des avantages est de 1118 USD.

#### Protection des employés

L'Office of Paid Family Leave n'offre aucune protection d'emploi pour les travailleurs basés dans le District qui prennent des congés. Cependant, les lois et réglementations appliquées par le Bureau des Droits humains (Office of Human) du District peuvent disposer de certaines mesures de protection d'emploi.

Selon universal Paid Leave Act, office of Paid Family Leave doit émettre une note informant de ce que :

1. Il est interdit aux employeurs couverts d'exercer des représailles contre les employés couverts qui demandent ou prennent les avantages liés à leurs congés ;
2. Tout employé d'un employeur qui compte moins de 20 employés ne peut prétendre à la protection d'emploi s'il/elle décide de prendre des congés payés conformément à cette loi et
3. Les employés ont le droit de déposer une plainte auprès de l'OHR s'ils estiment subir des représailles pour avoir demandé ou pris leurs congés payés.

Pour plus d'informations sur l'OHR et les protections d'emploi, veuillez consulter le site suivant : [ohr.dc.gov](https://ohr.dc.gov).



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ቀጣሪዎ በዲሲ የሚከፈል የቤተሰብ ፈቃድ ህግ ይመለከተዋል?፣ ይህም በህጉ መሰረት ሽፋን የሚሰጣቸው ሰራተኞች የወላጅ፣ የቤተሰብ፣ የህክምና እና ለቅድመ ወሊድ ዝግጅቶች የሚከፈሉበት ዕረፍት ጊዜ ይሰጣል። የሚከፈል የቤተሰብ ፈቃድ ፕሮግራም በተመለከተ የበለጠ መረጃ ለማግኘት፣ እባክዎን የሚከፈል የቤተሰብ ፈቃድ ቢሮ ድህረ ገጽን [dcpaidfamilyleave.dc.gov](http://dcpaidfamilyleave.dc.gov) ይጎብኙ።

ሽፋን የሚያገኙ ሰራተኞች

በሚከፈል የቤተሰብ ፈቃድ ፕሮግራም ስር ጥቅም ጥቅሞችን ለማግኘት፣ በዲሲ ውስጥ ሽፋን ላለው ቀጣሪ መስራት አለብዎት። ሽፋን ያለው ሰራተኛ መሆንዎን ለማወቅ፣ ቀጣሪዎን መጠየቅ ወይም የሚከፈል የቤተሰብ ፈቃድ ቢሮን ከስር በተቀመጠው መረጃ አማካኝነት ማነጋገር ይችላሉ። በሚከፈል የቤተሰብ ፈቃድ ፕሮግራም ሽፋን ያልዎት ከሆነ አሰሪዎ ሊነግርዎት ይገባል። በተጨማሪም፣ ቀጣሪዎ በእነዚህ ሶስት (3) ጊዜያት ስለ የሚከፈል የቤተሰብ ፈቃድ ፕሮግራም መረጃ መስጠት ይጠበቅበታል።

- 1. በተቀጠሩበት ጊዜ;
2. ቢያንስ በዓመት አንድ ጊዜ፤ እና
3. በሚከፈል የቤተሰብ ፈቃድ ፕሮግራም ስር ለጥቅማጥቅሞች ብቁ የሚሆን ፈቃድ ለቀጣሪዎ ከጠየቁ።

ሽፋን የሚያገኙ አጋጣሚዎች

አራት (4) ዓይነት የሚከፈል የቤተሰብ ፈቃድ ጥቅሞች አሉ።

- 1. የወላጅ ፈቃድ - በዓመት ውስጥ እስከ 12 ሳምንታት ያሽል አዲስ የተወለደ ልጅ የሚያካትት ጥቅማጥቅሞችን መቀበል፤
2. የቤተሰብ ፈቃድ - በዓመት ውስጥ እስከ 12 ሳምንታት ያሽል የቤተሰብ አባልን ለመንከባከብ ጥቅማ ጥቅሞችን መቀበል፤
3. የሕክምና ፈቃድ - በዓመት ውስጥ እስከ 12 ሳምንታት ድረስ ለራስዎ ከባድ የጤና ሁኔታ ጥቅማ ጥቅሞችን ያገኛሉ፤ እና
4. የቅድመ ወሊድ ፈቃድ - በዓመት ውስጥ እስከ 2 ሳምንታት ለቅድመ-ወሊድ ሕክምና እንክብካቤ ጥቅማጥቅሞችን ያገኛሉ።

የመጨረሻው ከፍተኛ የፍቃድ መብት

እያንዳንዱ የእረፍት አይነት የራሱ የብቃት ህጎች እና በዓመት ውስጥ ጥቅማጥቅሞችን በሚያገኙበት ጊዜ የራሱ የሆነ ገደብ አለው። ለማንኛውም የወላጅ፣ የቤተሰብ እና የህክምና ፈቃድ ባንድ ላይ ከፍተኛው የእረፍት መጠን 12 ሳምንታት ነው። ይሁን እንጂ የቅድመ ወሊድ ፈቃድ ለሚወስዱ እርጉዝ ሴቶች በተለየ መልኩ ይታያል። ነፍሰ ጡር እናቶች በእርግዝና ወቅት ለ 2 ሳምንታት የቅድመ ወሊድ እረፍት እና ከወለዱ በኋላ ደግሞ ለ 12 ሳምንታት የወላጅ ፈቃድ፣ ቢባዛ ለ 14 ሳምንቶች ብቁ ይሆናሉ።

ለጥቅማጥቅሞች ማመልከት

ለጥቅማጥቅሞች ብቁ የሚሆን ክስተት አጋጥሞት ከሆነ፣ መሆንዎን ካረጋገጡ ጀምሮ 30 ቀናት ባልበለጠ ጊዜ ውስጥ ማመልከት አለብዎት። ለጥቅማጥቅሞች ስለማመልከት የሚከፈል የቤተሰብ ፈቃድ ቢሮ ድረገጽ በሆነው [dcpaidfamilyleave.dc.gov](http://dcpaidfamilyleave.dc.gov) የበለጠ ማወቅ ይችላሉ።

የጥቅሞችም

መጠኖች

የሚከፈል የቤተሰብ ፈቃድ ጥቅማጥቅሞች አሰሪዎ በከፈለዎት ደሞዝ እና ለዲፓርትመንት ኦፍ ኢምፕሎይመንት ሰርቪስ የተደረገው የክፍያ ሪፖርት የሚመሰረት ናቸው። ደሞዝዎ በስህተት ሪፖርት ተደርጓል ብለው ካመኑ፣ የእርስዎን ትክክለኛ ደሞዝ ማረጋገጫ የማቅረብ መብት አለዎት። ሰዓት ያለው ከፍተኛው ሳምንታዊ የጥቅማጥቅም መጠን \$1,118 ነው።

የሰራተኛ ጥበቃ

የሚከፈል የቤተሰብ ፈቃድ ቢሮ ለዲሲ ከስራ እረፍት ለሚወስዱ የዲስ ሰራተኞች ምንም አይነት የስራ የስራ ከለላን አይመለከትም። ነገር ግን፣ በዲስትሪክቱ የሰብዓዊ መብቶች ቢሮ (OHR) በሚተዳደረው ሕግ እና መመሪያ መሠረት አንዳንድ የሥራ ጥበቃዎች ሊያገኙ ይችላሉ።

በአለምአቀፍ የሚከፈል ፈቃድ ህግ መሰረት፣ የሚከፈል የቤተሰብ ፈቃድ ቢሮ የሚከተሉትን ማሳወቅ ይጠበቅበታል።

- 1. የፈቃድ ጥቅማጥቅሞችን በመጠየቅ፣ በማመልከት ወይም በመጠቀማቸው ምክንያት ሽፋን ባለው አሠሪ ሽፋኝ ባለው ሠራተኛ ላይ የሚወስደው የበቀል እርምጃ የተከለከለ መሆኑን፤
2. ከ 20 ቦታዎች ሰራተኞች ያሉት ሽፋን ባለው ድርጅት ውስጥ ተቀጥሮ የሚሰራ ሰራተኛ በዚህ ሕግ መሰረት የሚከፈል ፈቃድ ለመውሰድ ከወሰነ ከስራ ከለላ ሊደረግለት እንደማይችል፤ እና
3. ሰራተኞች የሚከፈል ፈቃድ በመጠየቃቸው፣ በማመልከታቸው ወይም በመጠቀማቸው ምክንያት የብቀል ሰለባ እንደሆኑ ከተሰማቸው ለ ዲሲ ሰበዊ መብቶች ቢሮ (ኦ ኤች ኦር) ቅሬታ የማቅረብ መብት አላቸው።

ስለ (ኦ ኤች ኦር) እና የስራ ከለላን በተመለከተ ተጨማሪ መረጃ ለማግኘት እባክዎ የሚከተለውን ድህረ ገጽ ይጎብኙ፡ [ohr.dc.gov](http://ohr.dc.gov)

ስለ የሚከፈል የቤተሰብ ፈቃድ ተጨማሪ መረጃ ለማግኘት፣ እባክዎን የሚከፈል የቤተሰብ ፈቃድ ቢሮ ድህረ ገጽን በ [dcpaidfamilyleave.dc.gov](http://dcpaidfamilyleave.dc.gov) ይጎብኙ፣ በ 202-899-3700 ይደውሉ፣ ወይም ወደ [does.opfl@dc.gov](mailto:does.opfl@dc.gov) ኢሜይል ይላኩ።

# STATE PANELS

## 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 START DATE

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 for tipped restaurant or bar employees prior to February 22, 2014.

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

#### ACCESSING PAID LEAVE

An employee must be allowed to use paid leave no later than after 90 days of service with the employer. An employee may use leave on short 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.

#### EMPLOYEE PROTECTION

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](http://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 on which the complaint is based unless the employer has failed to post notice of the Act.





DISTRICT OF COLUMBIA

# PUBLIC ACCOMMODATIONS

## NOTICE OF NON-DISCRIMINATION

In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code Section 2-1401.01 et seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived:

**Race**

**Color**

**Sex (Gender or sexual harassment)**

**National Origin**

**Religion**

**Age**

**Marital Status**

**Personal Appearance**

**Sexual Orientation**

**Gender Identity or Expression**

**Familial Status**

**Family Responsibilities**

**Matriculation**

**Political Affiliation**

**Genetic Information**

**Disability**

**Source of Income**

**Place of Residence or Business**

Sexual harassment is a form of sex discrimination which is prohibited by the Act. In addition, harassment based on any of the above categories is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action. The D.C. Human Rights Act of 1977, Section 2-1402.31(a) of the D.C. Code, prohibits acts performed wholly or partially for a discriminatory reason:

“To deny, directly or indirectly, any person the full and equal enjoyment of the goods, services, facilities, privileges, advantages, and accommodations of any place of public accommodation...”

These prohibitions also apply to the denial of credit or insurance.

## COMPLAINTS OF POSSIBLE VIOLATIONS OF THIS LAW MAY BE FILED WITH:

**Government of the District of Columbia**

**Office of Human Rights**

441 4th Street, N.W., 570N

Washington, D.C. 20001

Telephone (202) 727-4559 • Fax (202) 727-9589

[www.ohr.dc.gov](http://www.ohr.dc.gov)

Vincent C. Gray, 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, 2023, THE MINIMUM WAGE IS \$17.00 PER HOUR, AND THE TIPPED MINIMUM WAGE IS \$8.00 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 wage 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-O](https://does.dc.gov/service/office-wage-hour-compliance-O)

File a Wage-Hour Claim: [does.dc.gov/page/office-wage-hour-employees](https://does.dc.gov/page/office-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 administrative relief for violations of 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](https://ohr.dc.gov)

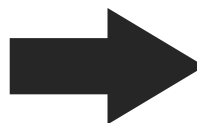
File a Human Rights Claim: [ohr.dc.gov/page/tipped-wage-workers-fairness-act](https://ohr.dc.gov/page/tipped-wage-workers-fairness-act)

#### Office of the Attorney General

Office of the Attorney General website: [oag.dc.gov/worker-rights](https://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.*

## Additional Notices

With the purchase of your **District of Columbia Digital Comply Anywhere Poster Pack**, you are entitled to **free downloads** of conditionally required industry-specific and municipal postings.

See instructions below to review and download additionally required materials.

- 1) **Review** all conditional notices required in the state of District of Columbia.
- 2) **Download**, print, and post any notices that pertain to your business type, demographic, and/or location.

To download these materials, please visit:

[www.personnelconcepts.com/downloads/dccn](http://www.personnelconcepts.com/downloads/dccn)

When prompted, enter the **ACCESS CODE: PCDCCN**