THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the . The birth of a child or placement of a child for adoption or foster To bond with a child (leave must be taken within 1 year of the child's birth or placement); To care for the employee's spouse, child, or parent who has a qualifying serious health condition; For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;

military member who is the employee's spouse, child, or

An eligible employee who is a covered servicemember's spouse, child

single 12-month period to care for the servicemember with a serious

medically necessary or otherwise permitted, employees may take leave

An employee does not need to use leave in one block. When it is

Ref.: 29 USC, Ch. 28, Sec. 2619

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued employer's normal paid leave policies. BENEFITS & PROTECTIONS While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave. Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions. An employer may not interfere with an individual's FMLA rights or

retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA. parent, or next of kin may also take up to 26 weeks of FMLA leave in a **ELIGIBILITY REQUIREMENTS** An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

. Have worked for the employer for at least 12 months; Have at least 1.250 hours of service in the 12 months before

 Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite *Special "hours of service" requirements apply to airline flight crew REQUESTING LEAVE Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an

employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures. Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified. Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the

EMPLOYER RESPONSIBILITIES Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for EMI A leave and if eligible must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility. Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FML ENFORCEMENT Employees may file a complaint with the U.S. Department of Labor Wage and Hour Division, or may bring a private lawsuit against an The FMLA does not affect any federal or state law prohibitin

discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leav

certification is incomplete, it must provide a written notice indicating For additional information or to file a complaint:

1-866-4-USWAGE (1-866-487-9243) TTY: 1-877-889-5627 www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division

Provide a written medical certification from your health rowide a written medical certification from your headin care provider. Except in a medical emergency where there is no time to obtain it, your employer may require you to supply a written medical certification from your health care provider of the medical need for your reasonable accommodation, transfer or PDL. If the need is an emergency or underseeable you must provide

this certification within the time frame your employer requests, unless it is not practicable for you to do so

Please note that if you fail to give your employer reasonable advance notice or, if your employer requires it, written medical certification of your medical

reasonable accommodation, transfer, or PDL.

CALIFORNIA FAMILY RIGHTS ACT (CFRA)

Under the California Family Rights Act (CFRA), if you have

nore than 12 months of service with an employer, and have vorked at least 1,250 hours in the 12-month period before

the date you want to begin your leave, you may have a right to a family care or medical leave (CFRA leave). This leave m

be up to 12 workweeks in a 12-month period for the birth, adoption, or foster care placement of your child**, or for y

adoption, or foster care placement of your child, parent**spouse, domestic partner, grandparent, grandchild, sibling,
or someone else related by blood or in family-like relationsh
with the employee ("designated person"). Employers may
pay their employees while taking CFRA leave, but employers
are not required to do so, unless the employee is taking
accrued paid time-off while on CFRA leave. Employees taking
CFRA leave may be eligible for benefits administered by
Employment Development Department.

Civil Rights Department

California Relay Service (711)

www.calcivilrights.ca.gov/posters/required

ADDITIONAL LEAVE UNDER THE

regnancy Disability Leave. Even if an employee is not eligible

medical condition, the employee is entitled to take a pregnancy disability leave of up to four months, depending on their

period(s) of actual disability. If the employee is CFRA-eligible

Reinstatement Roth CERA leave and pregnancy disability leave

it is to the same position and for CFRA it is to the same or a

Notice. For foreseeable events (such as the expected birth of

a child or a planned medical treatment for the employee or of

a family member), the employee must provide, if possible, at

least 30 days' advance notice to their employer that they will be taking leave. For events that are unforeseeable, employee

should notify their employers, at least verbally, as soon as they

learn of the need for the leave. Failure to comply with these notice rules is grounds for, and may result in, deferral of the

requested leave until the employee complies with this notice

Certification. Employers may require certification from an

employee's health care provider before allowing leave for pregnancy disability or for the employee's own serious health

ondition. Employers may also require certification from

he health care provider of the employee's family member

including a designated person, who has a serious health

condition, before granting leave to take care of that family

Visit: calcivilrights.ca.gov/family-medical-pregnancy-leave/

calcivilrights.ca.gov/complaintprocess
Toll Free: 800.884.1684 / TTY: 800.700.2320

TO FILE A COMPLAINT

California Relay Service (711)

Civil Rights Department

If you have been subjected to discrimination, harassment, or

retaliation at work, or have been improperly denied protected leave, file a complaint with the Civil Rights Department (CRD)

Have a disability that requires a reasonable accommodation

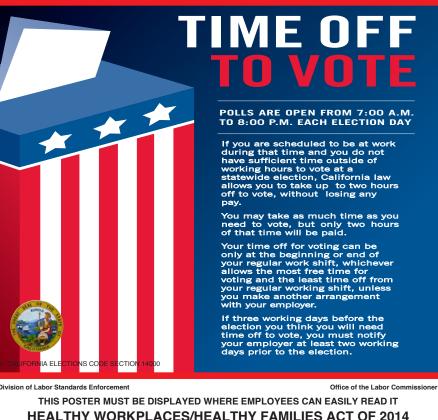
defense allowed under the law.

emparable position at the end of the leave, subject to any

hey have certain rights to take both a pregnancy disability leave and a CFRA leave for reason of the birth of their child.

for CFRA leave, if disabled by pregnancy, childbirth or a relate

WH1420 REV 04/16



HEALTHY WORKPLACES/HEALTHY FAMILIES ACT OF 2014 PAID SICK LEAVE

· An employee who, on or after July 1, 2015, works in California for 30 or more days within a year from the beginning of employment is entitled to paid sick leave. Paid sick leave accrues at the rate of one hour per every 30 hours worked, paid at the employee's regular wage rate. Accrual shall begin on the first day of employment or July 1, 2015, whichever is Accrued paid sick leave shall carry over to the following year of employment and may be capped at 48 hours or 6 days. However, subject to specified conditions, if an employer has a paid sick leave, paid leave or paid time off policy (PTO) that provides no less than 24 hours or three days of paid leave or paid time off, no accrual or carry over is required if the full amount of leave is received at the beginning of each year in accordance with the policy. An employee may use accrued paid sick days beginning on the 90th day of employment.

An employer shall provide paid sick days upon the oral or written request of an employee for retaliates or discriminates against the employee.

DLSE Paid Sick Leave Posting Ref.: CA Lab. Code § 247

AMBULANCE:

FIRE-RESCUE:

PHYSICIAN:

POLICE:

CAL/OSHA:

OF THE WEEK:

■ MONDAY

☐ TUESDAY

■ WEEKLY

Ref.: CA Labor Code, Sec. 207

□ BIWEEKLY

■ WEDNESDAY

PAY SCHEDULE IS AS FOLLOWS:

PAYCHECKS ARE ISSUED AT THE FOLLOWING LOCATION:

☐ THURSDAY

ALTERNATE:

themselves or a family member for the diagnosis, care or treatment of an existing health condition or preventive care, or specified purposes for an employee who is a victim of domestic violence, sexual An employer may limit the use of paid sick days to 24 hours or three days in each year of employment. Retaliation or discrimination against an employee who requests paid sick days or uses paid sick days or both is prohibited. An employee can file a complaint with the Labor Commissioner against an employer who For additional information you may contact your employer or the local office of the Labor Commissioner. Locate the office by looking at the list of offices on our website https://www.dir.ca.gov/dlse/DistrictOffices.htm using the alphabetical listing of cities, locations, and communities. Staff is available in person and by telephone.

EMERGENCY NUMBERS

Posting is required by Title 8 Section 1512 (e), California Code of Regulations

PAY DAY NOTICE

PAYCHECKS FOR EMPLOYEES WILL BE ISSUED ON THE FOLLOWING DAY

☐ FRIDAY

□ SATURDAY

☐ SEMI MONTHLY

DIVISION OF LABOR STANDARDS ENFORCEMENT

CA LABOR CODE SECTIONS 204, 204A, 204B, 205, AND 205.5

STATE

■ SUNDAY

■ MONTHLY

STATE OF CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS

DOSHPublications@dir.ca.gov

PLEASE POST NEXT TO YOUR IWC OR INDUSTRY OCCUPATION ORDER OFFICIAL NOTICE Minimum Wage Order and IWC California Minimum Wage Occupation Orders

Effective January 1, 2023 Minimum Wage \$15.50 per hour

Every employer, regardless of the number of employees, shall pay to each employee wages not less than the following \$13.00 \$12.00

EFFECTIVE DATE | Employers with 25 or Fewer Employees* | Employers with 26 or More Employees* January 1, 2022 January 1, 2021 January 1, 2020

*Employees treated as employed by a single qualified taxpayer pursuant to Revenue and Taxation Code section 23626 are treated as employees of that SUMMARY OF ACTIONS TAKE NOTICE that on April 4, 2016, the Governor of California signed legislation passed by the California Legislature, raising the minimum wage for all industries. (SB 3, Stats of 2016, amending section 1182.12. of the California Labor Code.) Pursuant to its authority under Labor Code section 1182.13, the Department of Industrial Relations amends and republishes Sections 2, 3, and 5 of the General Minimum Wage Order, MW-2022. Section 1, Applicability, and Section 4, Separability, have not been changed. Consistent with this enactment, amendments are made to the minimum wage, and the meals and lodging credits sections of all of the IWC's industry and occupation orders. This summary must be made available to employ in accordance with the IWC's wage orders. Copies of the full text of the amended wage orders may be obtained by downloading online at https://www.dir.ca.gov/iwc/WageOrderIndustries.htm or by contacting your local Division of Labor Standards Enforcement office.

1. APPLICABILITY The provisions of this Order shall not apply to outside salespersons and individuals who are the parent, spouse, or children of the employer p ontained in this Order and the IWC's industry and occupation orders. Exceptions and modifications provided by statute or in Section 1, Applicabilit and in other sections of the IWC's industry and occupation orders may be used where such provisions are enforceable and applicable to the employer 2. MINIMUM WAGES Every employer shall pay to each employee wages not less than those stated above, on each effective date, per hour for all hours worked MEALS AND LODGING CREDITS - TABLE

When credit for meals or lodging is used to meet part of the employer's minimum wage obligation, the amounts so credited pu /week /week \$54.34 \$50.46 /week /week \$790.67 \$734.21 /month /month /week /week \$58.22 \$54.34 /week /week \$847.12 \$790.67 /month /month \$875.33 /month

When credit for meals or lodging is used to meet part of the employer's minimum wage obligation, the amounts so credited may not be more than the nounts stated in the table above.

If the application of any provision of this Order, or any section, subsection, subdivision, sentence, clause, phrase, word or portion of this Order should ional, unauthorized, or prohibited by statute, the remaining provisions thereof shall not be affected thereby, but shall ontinue to be given full force and effect as if the part so held invalid or unconstitutional had not been included herein. his Order amends the minimum wage and meals and lodging credits in MW-2022, as well as in the IWC's industry and occupation orders. (See

Orders 1-15, Secs. 4 and 10; and Order 16, Secs. 4 and 9.) This Order makes no other changes to the IWC's industry and occupation orders. These Amendments to the Wage Orders shall be in effect as of January 1, 2023. Questions about enforcement should be directed to the Labor Commissioner's Office. For the address and telephone number of the office nearest you. formation can be found on the internet at www.dir.ca.gov/DLSE/dlse.html or under a search for "California Labor Commissioner's Office" on the internet or any other directory. The Labor Commissioner has offices in the following cities: Bakersfield, El Centro, Fresno, Long Beach, Los Angeles, Oakland, Redding, Sacramento, Salinas, San Bernardino, San Diego, San Francisco, San Jose, Santa Ana, Santa Barbara, Santa Rosa, Stockton, and Var

4. SEPARABILITY

THE RIGHTS OF EMPLOYEES VHO ARE TRANSGENDER OI GENDER NONCONFORMIN

CALIFORNIA LAW PROTECTS TRANSGENDER AND GENDER 5. Does an employee have the right to be addressed by the NONCONFORMING PEOPLE FROM name and pronouns that correspond to their gender identity or gender expression, even if different from their legal name and gender? DISCRIMINATION. HARASSMENT. AND RETALIATION AT WORK, THESE PROTECTIONS ARE ENFORCED BY THE

CIVIL RIGHTS DEPARTMENT (CRD). THINGS YOU NEED TO KNOW

Yes. All employers are prohibited from harassing any employe

other third parties harass an employee because of their gende dentity or expression, such as intentionally referring to a gend

nconforming employee by the wrong pronouns or name

staff, or CRD - by cutting their shifts.

identity or gender expression, even if different from their legal name and gender?

Yes. Employees have the right to use and be addressed by the name and pronouns that correspond with their gender identity or gender expression. These are sometimes known as "chosen" or "preferred" names and pronouns. For example, an employee does not need to have legally changed their name or birth certificate, nor have undergone any type of gender transition (such as surgery), to use a name and/or pronouns that correspond with their gender identity or gender expression. An employer may be legally obligated to use an employee's legal name in specific employment records, but when no legal obligation comples the use of a legal name, employers and co-workers must respect an employee's chosen name and pronouns. For example, some businesses utilize software for payroll and other administrative purposes, such as creating work schedules or generating virtual profiles. While it may be appropriate for the business to use a transgender employee's legal name for payroll purposes when legally required, refusing or failing to use that person's chosen name and pronouns, if different from their legal name, on a shift schedule, nametag, instant messaging account, or work ID card could be harassing or discriminatory. CRD recommends that employee's act care to ensure that each employee's chosen name and pronouns are respected to the greatest extent allowed by law. Yes, All employees, job applicants, unpaid interns, volume contractors are protected from discrimination at work when based on a protected characteristic, such as their gender identity, gender expression, sexual orientation, race, or national origin. This means that private employers with five or more employees may not, for example, refuse to hire or promote someone because they identify as – or are perceived to identify as – transgender or non-binary, or because they express their gender in non-stereotypical ways. Employment discrimination can occur at any time during the hiring or employment process. In addition to refusing to hire or promote someone, unlawful discrimination includes dischard. 6. Does an employee have the right to dress in a way that in employee, subjecting them to worse working conditions, or infairly modifying the terms of their employment because of their

corresponds with their gender identity and gender expression?
Yes. An employer who imposes a dress code must enforce it in a non-discriminatory manner. This means that each employe must be allowed to dress in accordance with their gender identity and expression. While an employer may establish a dress code or grooming policy in accord with business necessity, all employees must be held to the same standard regardless of their gender identity or expression. 7. Can an employer ask an applicant about their sex assigned at birth or gender identity in an interview?N

Employers may ask non-discriminatory questions, such as

quiring about an applicant's employment history or asking for professional references. But an interviewer should not ask questions designed to detect a person's gender identity or gender transition history such as asking about why the perso anged their name. Employers should also not ask question Yes. Employers are prohibited from retaliating against any employee who asserts their right under the law to be free from discrimination or harassment. For example, an employer commi unlawful retaliation when it responds to an employee making a discrimination complaint – to their supervisor, human resources. about a person's body or whether they plan to have surgery Visit: https://bit.ly/3hTG1E0

TO FILE A COMPLAINT **Civil Rights Department** California Relay Service (711)

For translations of this guidance, visit: www.calcivilrights.ca.gov/posters/required

Yes. All employees have a right to safe and appropriate restro and locker room facilities. This includes the right to use a restroom or locker room that corresponds to the employee's gender identity, regardless of the employee's sex assigned at birth. In addition, where possible, an employer should provide the control of the control o

CRD-E04P-ENG / November 202

Civil Rights

Civil Rights
Department

Employers must provide job-protected leave of up to 4 months to employees disabled because of pregnancy, childbirth, or a related medical condition, as well as requ

Employers, employment agencies, and unions must preserve applications, personnel records, and employme referral records for a minimum of four years.

5. Employment agencies must serve all applicants equally, refuse discriminatory job orders, and prohibit employers and employment agencies from making discriminatory prhiring inquiries or publishing help-wanted advertisements that express a discriminatory hiring preference.

The law prohibits retaliation against a person who oppose reports, or assists another person to oppose unlawful discrimination, including filing an internal complaint or a complaint with CRD.

The law provides remedies for individuals who experience prohibited discrimination, harassment, or retaliation in the workplace. These remedies can include hiring, front pay, back pay, promotion, reinstatement, cease-and-desist orders, expert witness fees, reasonable attorney's fees and costs, punitive damages, and emotional distress damages.

costs, puntive damages, and emotional distress damages.

2. If you believe you have experienced discrimination, harassment, or retaliation, you may file a complaint with CRD. Independent contractors and volunteers: If you believe you have been harassed, you may file a complaint with CRD.

3. Complaints must be filed within three years of the last act of discrimination/harassment/retaliation. For those who are under the age of eighteen, complaints must be filed within three years after the last act of discrimination/harassment/ retaliation or one year after their eighteenth birthday, whichever is later.

REMEDIES/FILING A COMPLAINT

AS A PREGNAN EMPLOYEE

IF YOU ARE PREGNANT. HAVE A PREGNANCY-RELATED MEDICAL CONDITION. OR ARE RECOVERING FROM CHILDBIRTH, PLEASE READ THIS NOTICE.

YOUR EMPLOYER* HAS AN OBLIGATION TO

hildbirth, or related conditions (such as temporarily modifying your ork duties, providing you with a stool or chair, or allowing more Transfer you to a less strenuous or hazardous position (if one is available) or duties if medically needed because of your pregnanc Provide you with pregnancy disability leave (PDL) of up to four months the working days you normally would work in one-third of a year or 1./3 weeks) and return you to your same job when you are no longer disabled by your pregnancy or, in certain instances, to a comparable ob. Taking PDL, however, does not protect you from non-leave related employment actions, such as a layoff; Provide a reasonable amount of break time and use of a room or press breast milk in private as set forth in the Labor Code; and Never discriminate, harass, or retaliate on the basis of pregnancy.

FOR PREGNANCY DISABILITY LEAVE

PDL is not for an automatic period of time, but for the period of time that you are disabled by pregnancy, childbirth, or related medical condition. Your health care provider determines how much time you Once your employer has been informed that you need to take PDL, you employer must guarantee in writing that you can return to work in your same or a comparable position if you request a written guarantee. Your employer may require you to submit written medical certification from your health care provider substantiating the need for your leave. PDL may include, but is not limited to, additional or more frequent breaks, time for prenatal or postnatal medical appointments, and doctor-ordered bed rest, and covers conditions such as severe morning sickness, gestational diabetes, pregnancy-induced hypertension, preclampsia, recovery from childbirth or loss or end of pregnancy, and/or post-partum depression. PDL does not need to be taken all at once but can be taken on ar

as-needed basis as required by your health care provider, including ntermittent leave or a reduced work schedule. Your leave will be paid or unpaid depending on your employer's policy for other medical leaves. You may also be eligible for state disability insurance or Paid Family Leave (PFL), administered by the California Employment Development Department. At your discretion, you can use any vacation or other paid time off during your PDL. Your employer may require or you may choose to use any available

four employer is required to continue your group health coverage during your PDL at the same level and under the same conditions that coverage would have been provided if you had continued in employment continuously for the duration of your leave. aking PDL may impact certain of your benefits and your seniority late; please contact your employer for details.

Ref.: 2 CCR §11095

FAMILY CARE & Civil Rights
Department NOTICE OBLIGATIONS AS AN EMPLOYEE PDL, you must give your employer sufficient notice for your employer to make appropriate plans. Sufficient notice means 30 days advance notice if the need for the reasonable accommodation, transfer, or PDL is eable, or as soon as practicable if the need is a

> Under California law, an employee may have the right to take job-protected leave to care for their own serious health condition or a family member with a serious health condition, or to bond with a new child (via birth, adoption, or foster care). California law also requires employers to provide jobprotected leave and accommodations to employees who are disabled by pregnancy,

childbirth, or a related medical condition. Under the California Family Rights Act of 1993 (CFRA), many

leave that will allow them to return to their job or a similar job

after their leave ends. This leave may be up to 12 work weeks

 the serious health condition of a child, spouse, domest partner, parent, parent-in-law, grandparent, grandchild, sibling, or someone else with a blood or family-like relationship with the employment ("designated person"); or the birth, adoption, or foster care placement of a child. If an employee takes leave for their own or a family member's serious health condition, leave may be taken on an intermittent or reduced work schedule when medically necessary, among Eligibility. To be eligible for CFRA leave, an employee must have more than 12 months of service with their employer, have

worked at least 1,250 hours in the 12-month period before the te they want to begin their leave, and their employer must Pay and Benefits During Leave. While the law provides only unpaid leave, some employers pay their employees during CFRA leave. In addition, employees may choose (or employers may require) use of accrued paid leave while taking CFRA leave under certain circumstances. Employees on CFRA leave may also be eligible for benefits administered by the Employment Taking CFRA leave may impact certain employee benefits and

seniority date. If employees want more information regarding eligibility for a leave and/or the impact of the leave on seniority and benefits, they should contact their employe

For additional translations of this guidance, visit: www.calcivilrights.ca.gov/posters/required Ref.: 2 CCR §11095

WHISTLEBLOWERS ARE PROTECTED

It is the public policy of the State of California to encourage employees to notify an 3. With reference to employee safety or health, unsafe working conditions or work

appropriate government or law enforcement agency, person with authority over the practices in the employee's employment or place of employment. complying with a local, state or federal rule or regulation.

of individuals. "Employee" means any person employed by an employer, private 3. An employer may not retaliate against an employee for refusing to participate or public, including, but not limited to, individuals employed by the state or any subdivision thereof, any county, city, city and county, including any charter city or county, and any school district, community college district, municipal or public 4. corporation, political subdivision, or the University of California. [California Labor Code Section 1106

What is a whistleblower?

State of California

monetary penalties.

designated representatives.

responsibilities

even incarceration

health regulations

adequate protection

enforcement agency, person with authority over the employee, or to another employee the law. with authority to investigate, discover, or correct the violation or noncompliance, or who provides information to or testifies before a public body conducting an investigation, hearing or inquiry, where the employee has reasonable cause to believe that the information discloses:

A violation of a state or federal statute.

epartment of Industrial Relations

WHAT AN EMPLOYER MUST DO:

Ref.: CA Lab. Code § 1102.8(a)

All employers must provide work and workplaces that are safe and healthful. In other

words, as an employer, you must follow state laws governing job safety and health.

Failure to do so can result in a threat to the life or health of workers, and substantial

You must display this poster in a conspicuous place where notices to employees

are customarily posted so everyone on the job can be aware of basic rights and

You must have a written and effective Injury and Illness Prevention Program (IIPP)

meeting the requirements of California Code of Regulations, title 8, section 3203

You must be aware of hazards your employees face on the job and keep records

showing that each employee has been trained in the hazards unique to each job

You must correct any hazardous condition that you know may result in injury to

You must notify a local Cal/OSHA district office of any serious injury or illness, or

help to assist the injured employee. Failure to report a serious injury or illness, or

death, within 8 hours can result in a minimum civil penalty of \$5,000.

Never allow an untrained employee to perform hazardous work.

real and apparent hazard to the employee or other employees.

WHAT AN EMPLOYER MUST NEVER DO:

Cal/OSHA investigator inspecting your workplace.

telephone directory for the office nearest you

District Offices

American Canyon

Foster City

Long Beach

Los Angeles

San Bernarding

San Francisco

Regional Offices

San Diego

Santa Ana

Van Nuys

Sacramento

Santa Ana

Monrovia

Fremont

Monrovia

Oakland

Redding

Fresno

EMPLOYEES ALSO HAVE RESPONSIBILITIES:

must always obey state workplace safety and health laws.

employees. Failure to do so could result in criminal charges, monetary penalties, and

death, occurring on the job. Be sure to do this immediately after calling for emergency

Never permit an employee to do work that violates Cal/OSHA workplace safety and

Never permit an employee to be exposed to harmful substances without providing

EMPLOYEES HAVE CERTAIN WORKPLACE SAFETY & HEALTH RIGHTS:

As an employee, you (or someone acting for you) have the right to file a confidential

complaint and request an inspection of your workplace if you believe conditions there are unsafe or unhealthful. This is done by contacting the local Cal/OSHA district office

(see below). Your name is not revealed by Cal/OSHA, unless you request otherwise.

You and your designated representative have the right to access the employer's IIPP. Any employee has the right to refuse to perform work that would violate an

You may not be fired or punished in any way for filing a complaint about unsafe

safe and healthful workplace. If you feel that you have been fired or punished for

contacting the nearest office of the California Department of Industrial Relations,

exercising your rights, you may file a complaint about this type of discrimination by

Division of Labor Standards Enforcement (Labor Commissioner's Office) or the San

Administration. (Employees of state or local government agencies may only file these

To keep the workplace and your coworkers safe, you should tell your employer about

any hazard that could result in an injury or illness to an employee. While working, you

3419 Broadway St., Ste. H8, American Canyon 94503

1065 East Hillsdale Bl., Ste. 110, Foster City 94404

1500 Hughes Way, Suite C-201, Long Beach 90810

320 West Fourth St., Rm. 820, Los Angeles 90013

1515 Clay St., Ste. 1303, Box 41, Oakland 94612

7575 Metropolitan Dr., Ste. 207, San Diego 92108

464 West Fourth St., Ste. 332, San Bernardino 92401

455 Golden Gate Ave., Rm. 9516, San Francisco 94102 (415) 557-0100

455 Golden Gate Ave., Rm 9516, San Francisco 94102 (415) 557-0300

39141 Civic Center Dr., Ste. 310, Fremont 94538

2550 Mariposa St., Rm. 4000, Fresno 93721

4206 Technology Dr., Ste. 3, Modesto 95356

800 Royal Oaks Dr., Ste. 105, Monrovia 91016

1750 Howe Ave., Ste. 430, Sacramento 95825

2 MacArthur Place, Ste. 720, Santa Ana 92707

1750 Howe Ave., Ste. 440, Sacramento 95825

2 MacArthur Place, Ste. 720, Santa Ana 92707

800 Royal Oaks Dr., Ste. 105, Monrovia 91016

6150 Van Nuys Blvd., Ste. 405, Van Nuys 91401

7718 Meany Ave., Bakersfield 93308

381 Hemsted Dr., Redding 96002

Francisco office of the U.S. Department of Labor, Occupational Safety and Health

complaints with the California Labor Commissioner's Office.) Consult your local

or unhealthful working conditions, or for otherwise exercising your rights to a

occupational safety or health standard or order where such violation would create a

You also have the right to bring unsafe or unhealthful conditions to the attention of the

(www.dir.ca.gov/title8/3203.html) and provide access to employees and their

Pursuant to California Labor Code Section 1102.5, employees are the protected class 2. An employer may not retaliate against an employee who is a whistleblower.

in an activity that would result in a violation of a state or federal statute, or a violation or noncompliance with a state or federal rule or regulation An employer may not retaliate against an employee for having exercised his or

Under California Labor Code Section 1102.5, if an employer retaliates against a whistleblower, the employer may be required to reinstate the employee's employment A "whistleblower" is an employee who discloses information to a government or law and work benefits, pay lost wages, and take other steps necessary to comply with

1. An employer may not make, adopt, or enforce any rule, regulation, or policy

EEDERAL LABORLAW

The Employee Polygraph Protection Act

any employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for exercising other

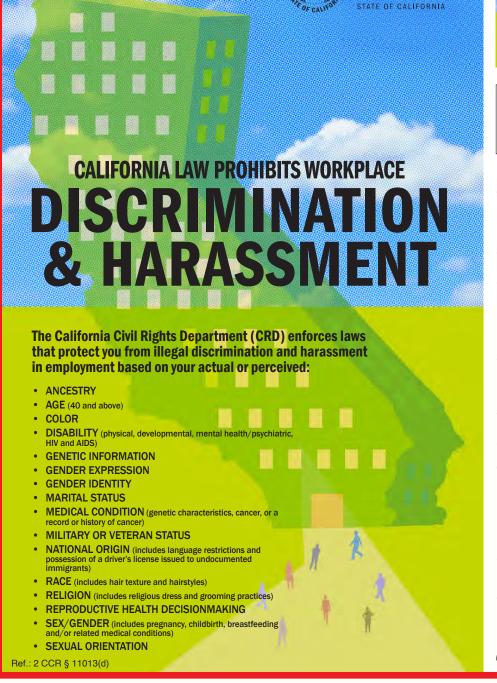
EXEMPTIONS

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, subject to restrictions, to certain prospective employees of 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

EXAMINEE

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 not to have test results disclosed to unauthorized persons.

also bring their own court actions.



Civil Rights CALIFORNIA LAW PROHIBITS WORKPLACE THE CALIFORNIA FAIR EMPLOYMENT AND HOUSING ACT AND ITS **IMPLEMENTING REGULATIONS** PROTECT CIVIL RIGHTS AT WORK. HARASSMENT The law prohibits harassment of employees, applicants, unpaid interns, volunteers, and independent contractors by any person. This includes a prohibition against harassment based on any characteristic listed above, such as sexual harassment, gender harassment, and harassment based on pregnancy, childbirth, breastfeeding, and/or related medical condition 2. All employers are required to take reasonable steps to preve all forms of harassment, as well as provide information to ear of their employees on the nature, illegality, and legal remedie that apply to sexual harassment.

3. Employers with 5 or more employees and public employers apply their contents of th

DISCRIMINATION/REASONABLE ACCOMODATIONS

 California law prohibits employers with 5 or more employees and public employers from discriminating based on any protected characteristic listed above when making decisions about hiring, promotion, pay, benefits, terms of employment, layoffs, and other aspects of employment. Employers cannot limit or prohibit the use of any language in any workplace unless justified by business necessity. The employer must notify employees of the language restriction and consequences for violation. 3. Employers cannot discriminate against an applicant or employee because they possess a California driver's license or ID issued to an undocumented person.

4. Employers must reasonably accommodate the religious beliefs and practices of an employee, unpaid intern, or job applicant, including the wearing or carrying of religious clothing, jewelry or artifacts, and hair styles, facial hair, or body hair, which are part of an individual's observance of their religious beliefs.

5. Employers must reasonably accommodate an employee or job applicant with a disability to enable them to perform the essential functions of a job. ADDITIONAL PROTECTIONS

For translations of this guidance, visit: www.calcivilrights.ca.gov/posters/required

 The law provides specific protections and hiring procedures fo people with criminal histories who are looking for employment 2. Employers with 5 or more employees and public employers must provide up to 12 weeks of job-protected leave to eligible employees: to care for themselves, a family member (child of any age, spouse, domestic partner, parent, parent-in-law, grandparent, grandchild, sibling) or a designated person (with a blood or family-like relationship to employee); to bond with a

participate in any proceeding under the FLSA.

Islands, and the Commonwealth of Puerto Rico.

and correctly classified independent contractors are not.

The Fair Employment and Housing Act is codified at Government Code sections 129 12999. The regulations implementing the Act are at Code of Regulations, title 2,

If you have been subjected to discrimination

TO FILE A COMPLAINT

Civil Rights Departmen

may be assessed for each child labor violation that results in the death or serious injury of any minor

repeated. The law also prohibits retaliating against or discharging workers who file a complaint or

employee, and such assessments may be doubled when the violations are determined to be willful or

· Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay

Some state laws provide greater employee protections; employers must comply with both.

Some employers incorrectly classify workers as "independent contractors" when they are actually

employees under the FLSA. It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections

Certain full-time students, student learners, apprentices, and workers with disabilities may be paid

ess than the minimum wage under special certificates issued by the Department of Labor

harassment, or retaliation at work, file a complaint with the Civil Rights Department (CRD).

employee, or another employee with authority to investigate, discover, or correct. A whistleblower can also be an employee who refuses to participate in an activity the violation or noncompliance, and to provide information to and testify before a that would result in a violation of a state or federal statute, or a violation of or public body conducting an investigation, hearing or inquiry, when they have reason noncompliance with a local, state or federal rule or regulation. to believe their employer is violating a state or federal statute, or violating or not What protections are afforded to whistleblowers? Who is protected? preventing an employee from being a whistleblower

SAFETY AND HEALTH PROTECTION ON THE JOB

to do so could result in a substantial penalty. Cal/OSHA standards can be found at www.dir.ca.gov/samples/search/guery.htm.

California law provides workplace safety and health protections for workers through regulations enforced by the Division of Occupational Safety and Health (Cal/OSHA). This poster

explains some basic requirements and procedures to comply with the state's workplace safety and health standards and orders. The law requires that this poster be displayed. Failure

regulations.

or fatality.

To learn more about workplace safety rules, you may contact Cal/OSHA Consultation Services for free information, required forms, and publications. You can also contact a local district

Call the FREE Worker Information Helpline – (833) 579-0927

DIVISION OF OCCUPATIONAL SAFETY AND HEALTH (CAL/OSHA)

HEADQUARTERS: 1515 Clay Street, Ste. 1901, Oakland, CA 94612 - Telephone (510) 286-7000

office of Cal/OSHA. If you prefer, you may retain a competent private consultant, or ask your workers' compensation insurance carrier for guidance in obtaining information

(707) 649-3700

(650) 573-3812

(424) 450-2630

(213) 576-7451

(209) 545-7310

(626) 239-0369

(510) 622-2916

(530) 224-4743

(916) 263-2800

(909) 383-4321

(619) 767-2280

(714) 558-4451

(818) 901-5403

(916) 263-2803

(714) 558-4300

(626) 471-9122

Health Administration (OSHA), U.S. Department of Labor Tel: (415) 625-2547. OSHA monitors the operation of state plans to assure that continued approval ismerited

forcement of Cal/OSHA workplace safety and health standards is carried out by the Division of Occupational Safety and Health, under the California Department of Industrial Relations, which ha

complaint alleging inadequacy in the administration of the California Occupational Safety and Health Plan may do so by contacting the San Francisco Regional Office of the Occupational Safety and

orimary responsibility for administering the Cal/OSHA program. Safety and health standards are promulgated by the Occupational Safety and Health Standards Board. Anyone desiring to register a

her rights as a whistleblower in any former employment.

How to report improper acts

If you have information regarding possible violations of state or federal statutes, rules, or regulations, or violations of fiduciary responsibility by a corporation or limited liability company to its shareholders, investors, or employees, call the California State Attorney General's Whistleblower Hotline at 1-800-952-5225. The 2. A violation or noncompliance with a local, state or federal rule or regulation, or Attorney General will refer your call to the appropriate government authority for review and possible investigation

SPECIAL RULES APPLY FOR WORK AROUND HAZARDOUS SUBSTANCES:

California Code of Regulations, title 8, section 339 (www.dir.ca.gov/title8/339.html), or

is covered by the Hazard Communication standard (www.dir.ca.gov/title8/5194.html)

must provide employees information on the hazardous chemicals in their work areas

access to safety data sheets, and training on how to use hazardous chemicals safely

on each hazardous substance in the workplace upon request of an employee, an

employee's collective bargaining representative, or an employee's physician.

exposure to potentially toxic materials or harmful physical agents.

the exposure limits allowed by Cal/OSHA standards.

WHEN CAL/OSHA COMES TO THE WORKPLACE:

Employees have the right to see and copy their medical records and records of

Employers must allow access by employees or their representatives to accurate

records of employee exposures to potentially toxic materials or harmful physical

measuring of employee exposure to hazards conducted to comply with Cal/OSHA

A trained Cal/OSHA safety engineer or industrial hygienist may visit the workplace to

Inspections are also conducted when an employee files a valid complaint with Cal/

Cal/OSHA also goes on-site to the workplace to investigate a serious injury or illness,

When an inspection begins, the Cal/OSHA investigator will show official identification.

If the investigation shows that the employer has violated a safety and health standard

and specifies a date by which the violation must be abated. A notice, which carries no monetary penalty, may be issued in lieu of a citation for certain non-serious violations.

or order, Cal/OSHA may issue a citation. Each citation carries a monetary penalty

Penalty amounts depend in part on the classification of the violation as regulatory,

previous violation involving the same hazardous condition. Base penalty amounts, penalty adjustment factors, and minimum and maximum penalty amounts are set

html). In addition, a willful violation that causes death or permanent impairment of

The law provides that employers may appeal citations within 15 working days of

forth in California Code of Regulations, title 8, section 336 (www.dir.ca.gov/title8/336.

the body of any employee can result, upon conviction, in a fine of up to \$250,000 or

An employer who receives a citation, Order to Take Special Action, or Special Order

must post it prominently at or near the place of the violation for three working days,

or until the unsafe condition is corrected, whichever is longer, to warn employees

correction of the violation to the Division of Occupational Safety and Health or the

Cal OSHA Consultation Services

Fresno 93721

La Palma 90623

Oakland 94612

Sacramento 95825

San Diego 92108

Van Nuys 91401

Fresno 93721

San Bernardino 92401

1515 Clay St., Ste 1103

1750 Howe Ave., Ste. 490

464 West Fourth St., Ste. 339

7575 Metropolitan Dr., Ste. 204

6150 Van Nuys Blvd., Ste. 307

2550 Mariposa Mall, Rm. 3014

•La Palma / Los Angeles / 1 Centerpointe Dr., Ste. 150

2550 Mariposa Mall, Rm. 2005

of danger that may exist there. Any employee may protest the time allowed for

imprisonment up to three years, or both, and if the employer is a corporation or limited

general, serious, repeat, or willful; and whether the employer failed to abate a

The employer, or someone the employer chooses, will be given an opportunity to

accompany the investigator during the inspection. An authorized representative of

the employees will be given the same opportunity. Where there is no authorized

employee representative, the investigator will talk to a reasonable number of

employees about safety and health conditions at the workplace.

VIOLATIONS, CITATIONS, AND PENALTIES:

liability company, the fine may be up to \$1.5 million.

Occupational Safety and Health Appeals Board.

Field / Area Offices

Fresno / Central Valley

Orange County

·Sacramento /

Northern CA

·San Bernardino

Imperial County

•San Fernando Valley

Consultation Region Office -

·San Diego /

Oakland/ Bay Area

receipt to the Occupational Safety and Health Appeals Board.

Any employee or their representative has the right to observe monitoring or

make sure your company is obeying workplace safety and health laws.

agents, and notify employees of any exposures in concentration or levels exceeding

Employers shall make available on a timely and reasonable basis a safety data sheet

Employers who use any substance that is listed as a hazardous substance in

EMPLOYEE RIGHTS 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

> rights under the Act. Federal, State and local governments are not affected by the law. Also,

lie detector tests.

ENFORCEMENT The Secretary of Labor may bring court actions to restrain violations and assess civil penalties against violators. Employees or job applicants may

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.

STATE OF CALIFORNIA - DEPARTMENT OF INDUSTRIAL RELATIONS Division of Workers' Compensation

Notice to Employees--Injuries Caused By Work

EMPLOYEE RIGHTS

UNDER THE FAIR LABOR STANDARDS ACT

FEDERAL MINIMUM WAGE

The law requires employers to display this poster where employees can readily see it.

ADDITIONAL

INFORMATION

You may be entitled to workers' compensation benefits if you are injured or become ill because of your job. Workers' compensation covers most work-related physical or mental injuries and illnesses. An injury or illness can be caused by one event (such as hurting your back in a fall) or by repeated exposures (such as hurting your wrist from doing the same motion over and over). Benefits. Workers' compensation benefits include:

Medical Care: Doctor visits, hospital services, physical therapy, lab tests, x-rays, medicines, medical equipment and travel costs that are reasonably necessary to treat your injury. You should never see a bill. There are limits on chiropractic, physical therapy and occupational therapy visits. Temporary Disability (TD) Benefits: Payments if you lose wages while recovering. For most injuries, TD benefits may not be paid for more than 104 weeks within five years from the date of

OVERTIME PAY At least 11/2 times the regular rate of pay for all hours worked over 40 in a workweek

restrictions. Different rules apply in agricultural employment.

employer must make up the difference.

CHILD LABOR

TIP CREDIT

NURSING

MOTHERS

An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-

farm jobs 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

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 employee's tips combine with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the

The FLSA requires employers to provide reasonable break time for a nursing mother employee who is

subject to the FLSA's overtime requirements in order for the employee to express breast milk for her nursing child for one year after the child's birth each time such employee has a need to express breas

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

recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or

repeated violation of the minimum wage or overtime pay provisions of the law. Civil money penalties malso be assessed for violations of the FLSA's child labor provisions. Heightened civil money penalties

instances of minimum wage, overtime, and other violations. The Department may litigate and/o

causes a permanent loss of physical or mental function that a doctor can measure. Supplemental Job Displacement Benefit: A nontransferable voucher, if you are injured on or after 1/1/2004, your injury causes permanent disability, and your employer does not offer you egular, modified, or alternative work. **Death Benefits:** Paid to your dependents if you die from a work-related injury or illness. Naming Your Own Physician Before Injury or Illness (Predesignation). You may be able to choose the doctor who will treat you for a job injury or illness. If eligible, you must tell your employer,

Permanent Disability (PD) Benefits: Payments if you do not recover completely and your injury

in writing, the name and address of your personal physician or medical group before you are injured. You must obtain their agreement to treat you for your work injury. For instructions, see the written information about workers' compensation that your employer is required to give to new employees. If You Get Hurt: 1. Get Medical Care. If you need emergency care, call 911 for help immediately from the hospital, ambulance, fire department or police department. If you need first aid, contact your employer. . Report Your Injury. Report the injury immediately to your supervisor or to an employer representative. Don't delay. There are time limits. If you wait too long, you may lose your right

3. See Your Primary Treating Physician (PTP). This is the doctor with overall responsibility for treating your injury or illness If you predesignated your personal physician or a medical group, you may see your personal physician or the medical group after you are injured.

or claims administrator must authorize the provision of all treatment, up to ten thousand dollars,

consistent with the applicable treatment guidelines, for your alleged injury until the claim is accepted

• If your employer is using a medical provider network (MPN) or a health care organization (HCO), in most cases you will be treated within the MPN or HCO unless you predesignated a personal physician or medical group. An MPN is a group of physicians and health care providers who provide treatment to workers injured on the job. You should receive information from your employer if you are covered by an HCO or a MPN. Contact your employer for more information. • If your employer is not using an MPN or HCO, in most cases the claims administrator can choose the doctor who first treats you when you are injured, unless you predesignated a personal physician or medical group.

4. Medical Provider Networks. Your employer may be using an MPN, which is a group of health care providers designated to provide treatment to workers injured on the job. If you have predesignated a personal physician or medical group prior to your work injury, then you may go there to receive treatment from your predesignated doctor. If you are treating with a non-MPN doctor for an existing injury, you may be required to change to a doctor within the MPN. For more information, see the MPN contact information below:

MPN Effective Date: If you need help locating an MPN physician, call your MPN access assistant at:

If you have questions about the MPN or want to file a complaint against the MPN, call the MPN

Discrimination: It is illegal for your employer to punish or fire you for having a work injury or illness. for filing a claim, or testifying in another person's workers' compensation case. If proven, you may receive lost wages, job reinstatement, increased benefits, and costs and expenses up to limits set Questions? Learn more about workers' compensation by reading the information that your employer

is required to give you at time of hire. If you have questions, see your employer or the claims administrator (who handles workers' compensation claims for your employer):

(Enter "self-insured" if appropriate)

You can also get free information from a State Division of Workers' Compensation Information (DWC) & Assistance Officer. The nearest Information & Assistance Officer can be found at location:

or by calling toll-free (800) 736-7401. Learn more information about workers' compensation online: www.dwc.ca.gov and access a useful booklet "Workers' Compensation in California: A Guidebook for Injured Workers."

activity that is not part of your work-related duties.

DWC 7 (1/1/2016)

State of Californi

Know Your Rights: Workplace Discrimination is Illegal

Submit an inquiry through the EEOC's

Portal/Login.aspx

info@eeoc.gov

Additional information about the EEOC, including information about

EMPLOYERS HOLDING

FEDERAL CONTRACTS OR

The Department of Labor's Office of Federal

action commitments of companies doing

enforces the nondiscrimination and affirmative

ousiness with the Federal Government. If you

vailable at www.eeoc.gov.

SUBCONTRACTS

E-Mail

https://publicportal.eeoc.gov/

www.eeoc.gov/field-office)

The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from pelieve vou've been discriminate he EEOC may be able to help. Who is Protected? Job applicants Union members and applicants for What Organizations are Covered? State and local governments (as employers)

What Types of Employment Discrimination are Illegal? nder the EEOC's laws, an employer National origin Sex (including pregnancy and related conditions, sexual orientation, or gender

Age (40 and older) Genetic information (including employe of genetic tests, genetic services, or family etaliation for filing a charge, reas posing discrimination, or participating in discrimination lawsuit, investigation, or What Employment Practices can be Challenged as Discriminatory? Discharge, firing, or lay-off Hiring or promotion

Pay (unequal wages or compensation)

someone from opposing discrimination, filing a charge, or participating in an investigation

What can You Do if You Believe

Discrimination has Occurred?

Job training

re applying for a job with, or are an employee Race, Color, Religion, Sex, Sexual National Origin Asking About, Disclosing, or Discussing Pay rotects applicants and employees of Federal nquiring about, disclosing, or discussing their applicants or employees. Disability

Protected Veteran Status

Assistance Act of 1974, as amended, 38 U.S.C.

mation at Any person who believes a contractor has action obligations under OFCCP's authoritie If you are deaf, hard of hearing, or have a unications relay services. OFCCF online to OFCCP's Help Desk at https:// ofccphelpdesk.dol.gov/s/, or by calling an

ment of Labor and on OFCCP's "Cont

Us" webpage at https://www.dol.gov/

aliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposidiscrimination by Federal contractors under

Retaliation

PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE Race, Color, National Origin, Sex

Individuals with Disabilities disabilities who, with or without reasonable functions of the job. If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you **Notice to Employees:** This employer is registered with the Employment Development Department (EDD) as required by the California Unemployment Insurance Code and is reporting wage credits to the EDD that are

Unemployment Insurance (funded entirely by employers' taxes)

Ref.: 8 CCR § 9881

Unemployment Insurance (UI) is paid for by your employer and provides partial ncome replacement when you are unemployed or your hours are reduced due to no fault of your own. To claim UI benefit payments you must also meet all UI eligibility requirements, including that you must be available for work and searching for work. How to File a New UI Claim Use one of the following methods:

Phone: Representatives are available at the following toll-free numbers, Monday through Friday between 8 a.m. to 12 noon (Pacific Standard Time) except during state holidays. 1-800-300-5616 Cantonese 1-800-547-3506 Vietnamese 1-800-547-2058 Spanish 1-800-326-8937

1-866-303-0706 TTY 1-800-815-9387 Fax or Mail: When accessing UI Online to file a new claim, some customers will be instructed to fax or mail their UI application to the EDD. If this occurs, the Unemployment Insurance Application (DE 1101I), will display. For faster and more secure processing, fax the completed form to the number listed on the form. If mailing your UI application, use the address on the form and allow additional time for processing **mportant:** Waiting to file your UI claim may delay benefit payments.

funded entirely by employees' contributions) Disability Insurance (DI) is funded by employees' contributions and provides partial

wage replacement benefits to eligible Californians who are unable to work due to a non-work-related illness, injury, pregnancy, or disability. work-related illness, injury, pregnancy, or disability.

Online: SDI Online is the fastest and most convenient way to file your claim. Visit SDI Online (edd.ca.gov/SDI_Online) to get started. Ref.: 22 CCR § 1089-1; Cal. Unemp. Ins. Code § 2706

MPN website: MPN Identification number:

Workers' compensation insurer to benefits. Your employer is required to provide you with a claim form within one working day after learning about your injury. Within one working day after you file a claim form, your employer

False claims and false denials. Any person who makes or causes to be made any knowingly false or fraudulent material statement or material representation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony and may be fined and imprisoned. Your employer may not be liable for the payment of workers' compensation benefits for any injury

that arises from your voluntary participation in any off-duty, recreational, social, or athletic

peing accumulated for you to be used as a basis for:

Online: UI OnlineSM is the fastest and most convenient way to file your UI claim. Visit <u>UI Online</u> (edd.ca.gov/UI_Online) to get started

Disability Insurance

our employer must provide the Disability Insurance Provisions (DE 2515) brochure, to newly hired employees and to each employee who is unable to work due to a non-How to File a New DI Claim Use one of the following methods:

Mail: To file a claim with the EDD by mail, complete and submit a Claim for Disability Insurance (DI) Benefits (DE 2501) form. You can obtain a paper claim form from your employer, physician/practitioner, visiting a State Disability Insurance office, online at EDD Forms and Publications (edd.ca.gov/Forms), or by calling 1-800-480-3287 **Note:** If your employer maintains an approved Voluntary Plan for DI coverage, contact your employer for assistance.

For more information about DI, visit State Disability Insurance (edd.ca.gov/disability) or call 1-800-480-3287 State government employees should call 1-866-352-7675. TTY (for deaf or hearing-impaired individuals only) is available at 1-800-563-2441.

PFL **Paid Family Leave** (funded entirely by employees' contributions)

Paid Family Leave (PFL) is funded by employees' contributions and provides partial wage replacement benefits to eligible Californians who need time off work to care for seriously ill child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, or registered domestic partner. Benefits are available to parents who need time off work to bond with a new child entering the family by birth, adoption, or foster care placement. Benefits are also available for eligible Californians who need time off work to participate in a qualifying event resulting from a spouse, registered domestic

partner, parent, or child's military deployment to a foreign country.

Your employer must provide the Paid Family Leave (DE 2511) brochure, to newly

nired employees and to each employee who is taking time off work to care for

a seriously ill family members, to bond with a new child, or to participate in a

How to File a New PFL Claim Use one of the following methods:

qualifying military event.

Online: SDI Online is the fastest and most convenient way to file your claim. Visit SDI Online (edd.ca.gov/SDI_Online) to get started. Mail: To file a claim with the EDD by mail, complete and submit a Claim for Paid Family Leave (PFL) Benefits (DE 2501F) form. You can obtain a paper claim form from your employer, a physician/practitioner, visiting a State Disability Insurance office, online at EDD Forms and Publications (edd.ca.gov/Forms), or by calling Note: If your employer maintains an approved Voluntary Plan for PFL coverage, contact your employer for assistance.

or call 1-877-238-4373. State government employees should call 1-877-945-4747. TTY (for deaf or hearing-impaired individuals only) is available at 1-800-445-1312. **Note:** Some employees may be exempt from coverage by the above insurance programs. It is illegal to make a false statement or to withhold facts to claim

For more information about PFL, visit <u>State Disability Insurance</u> (edd.ca.gov/disability)

benefits. For additional information, visit the EDD (edd.ca.gov). DE 1857A Rev. 44 (12-20) (INTERNET)



TO REORDER CALL: 1-800-817-7678



83705 012023

(559) 445-6800

(714) 562-5525

(510) 622-2891

(916) 263-0704

(909) 383-4567

(619) 767-2060

(818) 901-5754

(559) 445-6800