Address

THE COMMONWEALTH OF MASSACHUSETTS

Tài liệu này có chứa thông tin quan trọng.

EMPLOYER:

NAME OF HOSPITAL:

Form 2553-A Rev. 10-6-15

For hearing impaired relay services, call 711

EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT

compliance with required State and Federal posting requirements at least once a year.

Please post in a conspicuous place. Date Posted: Labor laws change frequently. Contact your distributor to ensure that you are in full

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MASSACHUSETTS MINIMUM WAGE

Massachusetts Wage & Hour Laws

The minimum wage is \$15.00



Fair Labor Hotline (617) 727-3465 TTY (617) 727-4765

M.G.L. Chapter 149, Section 152A; M.G.L. Chapter 151, Section 7



www.mass.gov/ago/fairlabor



Massachusetts Attorney General ndrea Joy Campbell

M.G.L. Chapter 149, Section 159C

Minimum Wage M.G.L. Chapter 151, Sections 1, 2, 2A, and 7 Beginning January 1, 2023, the minimum wage in Massachusetts is **\$15/hour**. In Massachusetts, all workers are presumed to be employees.

The minimum wage applies to **all** employees, except: • agricultural workers (\$8.00 per hour is the minimum wage for most

agricultural workers),

· members of a religious order, • workers being trained in certain educational, nonprofit, or religious

organizations, and · outside salespeople.

Beginning January 1, 2023, the service rate in Massachusetts is \$6.75/hour. The hourly "service rate" applies to workers who provide services to customers and who make more than \$20 a month in tips. The average hourly tips, plus the hourly service rate paid to the worker must

add up to the minimum wage per each shift. Employers, owners and employees with managerial or supervisory responsibilities on a given day must never take any of your tips.

Tips and service charges listed on a bill must be given only to wait staff, service bartenders, or other service employees. Tip pooling is allowed only for wait staff, service bartenders, and other

service employees.

Overtime M.G.L. Chapter 151, Sections 1A and 1B Generally, employees who work more than 40 hours in any week must be paid overtime. Overtime pay is at least 1.5 x the regular rate of pay for each hour

For some employees who get paid the "service rate," the overtime rate is 1.5 x every 12 months for their: the basic minimum wage, *not* the service rate. Exception: Under state law, some jobs and workplaces are exempt from overtime. For a complete list of overtime exemptions, visit www.mass.gov/ago/fairlabor or call the Attorney General's Fair Labor Division at (617) 727-3465.

Payment of Wages M.G.L. Chapter 149, Section 148; 454 C.M.R. 27.02 The law says when, what, and how employees must be paid. An employee's pay (or wages) includes payment for all hours worked, including tips, earned vacation pay, promised holiday pay, and earned commissions that are definitely

determined, due and payable. Hourly employees must be paid every week or every other week (bi-weekly). The deadline to pay is 6 or 7 days after the pay period ends, depending on how many days an employee worked during one calendar week. Employees who quit must be paid in full on the next regular payday or by the

first Saturday after they guit (if there is no regular payday). Employees who are

fired or laid off must be paid in full on their last day of work. **Paystub Information** M.G.L. Chapter 149, Section 148 All employees must get a statement, at no cost, with their pay that says the name of the employer and employee, the date of payment (month, day, and

year), the number of hours worked during the pay period, the hourly rate, and all deductions or increases made during the pay period. **Pay Deductions** M.G.L. Chapter 149, Section 148; 454 C.M.R. 27.05 An employer cannot deduct money from an employee's pay unless the law Public Works and Public Construction Workers M.G.L. Chapter 149, Section 26-27H allows it (such as state and federal income taxes), or the employee asked for a

deduction to be made for the employee's own benefit (such as to put money aside in the employee's savings account). An employer cannot take money from an employee's pay for the employer's ordinary business costs (for example: supplies, materials or tools needed for

the employee's job). An employer who requires an employee to buy or rent a uniform must refund the actual costs to the employee. The law also puts limits on when and how much money an employer can take from an employee's pay for housing and meals the employer gives

Hours Worked 454 C.M.R. 27.02 Hours worked or "working time" includes all time that an employee must be on

duty at the employer's worksite or other location, and works before or after the normal shift to complete the work. **Meal Breaks** M.G.L. Chapter 149, Sections 100 and 101

work or stay at the workplace during the meal break, the employee must get paid for that time. **Payroll Records** M.G.L. Chapter 151, Section 15 Payroll records must include the employee's name, address, job/occupation,

amount paid each pay period, and hours worked (each day and week).

see their own payroll records at reasonable times and places.

State law requires all employers to post this notice at the workplace in a location where it can easily be read. M.G.L. Chapter 151, Section 16; 454 C.M.R. 27.07(1) Eligible employees may use their sick leave if they or their child, spouse, parent, or spouse's parent is sick, injured, or has a routine medical appointment. They may also use sick leave for themselves or their child to address the effects of

Unless it is an emergency, employees must notify the employer before using

sick leave. Employees who miss more than 3 days in a row may need to provide their

Paid Sick Leave

employer a doctor's note.

Employers with 11 or more employees *must* provide paid sick leave. Employers with fewer than 11 employees must provide sick leave; however, it does not need to be paid.

Employers Must Not Discriminate M.G.L. Chapter 149, Section 105A; M.G.L. Chapter 151B, Section 4 Subject to certain limited exceptions, employers must not pay one employee less for doing the same or comparable work as another employee of a different gender.

They must not discriminate in hiring, pay or other compensation, or other

terms of employment based on a person's: Race or color Sexual orientation or gender

• Religion, national origin, or ancestry identity or expression Sex (including pregnancy) Genetic information or disability Military service

Small Necessities Leave M.G.L. Chapter 149, Section 52D In some cases, employees have the right to take up to 24 hours unpaid leave child's school activities,

• child's doctor or dentist appointment, or

Rights of Temporary Workers

• elderly relative's doctor or dentist appointments, or other appointments. Employees are eligible for this leave if the employer has at least 50 employees and the employee has:

• been employed for at least 12 months by the employer and worked at least 1,250 hours for the employer during the previous 12-month period.

Reporting Pay 454 C.M.R. 27.04(1) Most employees must be paid for 3 hours at no less than minimum wage if the employee is scheduled to work 3 or more hours, and reports to work on time, and is not given the expected hours of work.

To learn about rights of temporary workers and employees hired through staffing agencies, call: 617-626-6970 or go to: www.mass.gov/dols. **Rights of Domestic Workers**

M.G.L. Chapter 149, Section 190 To learn about additional rights for workers who provide housekeeping, cleaning, childcare, cooking, home management, elder care, or similar services in a household, go to www.mass.gov/ago/DW.

Workers who work on public construction projects and certain other public work must be paid the prevailing wage, a minimum rate set by the Department of Labor Standards based on the type of work performed. **Domestic Violence Leave** M.G.L. Chapter 149, Section 52E

Employees who are victims, or whose family members are victims, of domestic violence, sexual assault, stalking or kidnapping have the right to 15 days of leave for related needs, such as health care, counseling, and victims services; safe housing; care and custody of their children; and legal help, protective orders, and going to court.

The leave can be paid or unpaid depending on the employer's policy. This law applies to employers with 50 or more employees.

Employees Have the Right to Sue

M.G.L. Chapter 149, Section 150; M.G.L. Chapter 151, Sections 1B and 20 Employees have the right to sue their employer for most violations of wage

Employees may sue as an individual or they may sue their employer as a group if they have similar complaints. Employees who win their case will receive back pay, triple damages, attorneys' fees, and court costs.

Important! There are strict deadlines for starting a lawsuit. For most cases, the deadline is 3 years after the violation.

Employers Must Not Retaliate M.G.L. Chapter 149, Section 148A; M.G.L. Chapter 151, Section 19 It is against the law for an employer to punish or discriminate against an employee for making a complaint or trying to enforce the rights explained in

The laws explained in this poster apply to all workers, regardless of immigration Most employees have the right to earn 1 hour of sick leave for every 30 hours status, including undocumented workers. If an employer reports or threatens they work, and they may earn and take up to 40 hours of sick leave a year. to report a worker to immigration authorities because the worker complained about a violation of rights, the employer can be prosecuted and/or subject to

Employees Under 18 – Child Labor M.G.L. Chapter 149, Sections 56 –105 All employers in Massachusetts must follow state and federal laws for employees who are under 18 (minors). These laws say when, where, and how long minors may

Work Permits Required - Most workers under 18 must obtain a work permit. Employers must keep their minor workers' work permits on file at the worksite. To get a work permit, the minor must apply to the superintendent of the school district where the minor lives or goes to school. To learn more about getting a work permit, contact the Department of Labor Standards at (617) 626-6975, or www.mass.gov/dols.

Dangerous Jobs & Tasks Minors Must Not Do Must Not

employee have or use a firearm • Work 30 or more feet off of • Use, clean or repair certain kinds of the ground power-driven machines 14 & 15 • Cook (except on electric or gas Work in freezers or meat coolers grills that do not have open flames), • Perform any baking activities operate fryolators, rotisseries, NIECO • Work in or near factories, broilers, or pressure cookers construction sites, manufacturing

processors, cutters, and mixers workplaces Under 14 • Minors under 14 cannot work in Massachusetts in most cases.

law. For a complete list of prohibited jobs for minors, contact the Attorney General's Fair Labor Division: (617) 727-3465 • www.mass.gov/ago/youthemployment. Or contact the U.S. Department of Labor:

Must Not 16 & 17 At **night**, from 10 p.m. to 6 a.m. (or

Time & Schedule Restrictions for Minors

past 10:15 if the employer stops serving customers at 10 p.m.) Exception: On non-school nights, may work until 11:30 p.m. or until midnight, if working at a restaurant or racetrack.

• More than **9 hours** per day • More than 48 hours per week • More than **6 days** per week

14 & 15 At **night**, from 7 p.m. to 7 a.m. Exception: In summer (July 1 – Labor Day), may work until 9 p.m.

When school is not in session: More than 8 hours on any day More than 3 hours on any school day
More than 40 hours per week More than 18 hours during any week
More than 6 days per week

These are just some examples of tasks prohibited under both state and federal law. **For a complete list** of prohibited jobs for minors, contact the Attorney allowed to work during the school day, up to 23 hours a week. Adult Supervision Required After 8 p.m. - After 8 p.m., all minors must be directly

supervised by an adult who is located in the workplace and is reasonably accessible. ception: Adult supervision is not required for minors working at a kiosk or stand in a common area of an enclosed shopping mall that has security from 8 p.m. until

(?) Contact the Attorney General's Fair Labor Division: (617) 727-3465 – www.mass.gov/ago/fairlabor Rev. 06/2021

EARNED SICK TIME

Notice of Employee Rights

Beginning July 1, 2015, Massachusetts employees have the right to earn and take sick leave from work. WHO QUALIFIES? All employees in Massachusetts can earn sick time. **RETALIATION**

This includes full-time, part-time, temporary, and seasonal employees. **HOW IS IT EARNED?** Employees earn 1 hour of sick time for every 30 hours they work.

• Employees can earn and use up to **40 hours per year** if they work enough hours.

• Employees with unused earned sick time at the end of the year can rollover up to 40 hours. • Employees **begin earning** sick time on their first day of work and **may begin using** earned sick time 90 days after starting work.

• If an employer has 11 or more employees, sick time must be paid. • For employers with 10 or fewer employees, sick time may be unpaid.

• Paid sick time must be paid on the same schedule and at the same rate as regular wages. WHEN CAN IT BE USED?

parent, or parent of a spouse is sick, has a medical appointment, or to address the effects

• The smallest amount of sick time an employee can take is one hour. • Sick time cannot be used as an excuse to be late for work without advance notice of

• Use of sick time for other purposes is not allowed and may result in an employee

being disciplined. **CAN AN EMPLOYER HAVE A DIFFERENT POLICY?** Yes. Employers may have their own sick leave or paid time off policy, so long as employees

can use at least the same amount of time, for the same reasons, and with the same job-protections as under the Earned Sick Time Law.

• Employees using earned sick time cannot be fired or otherwise retaliated against for exercising or attempting to exercise rights under the law. • Examples of retaliation include: denying use or delaying payment of earned sick time, firing

an employee, taking away work hours, or giving the employee undesirable assignments. • Employees must **notify** their employer before they use sick time, except in a emergency.

• Employers may require employees to use a reasonable notification system the employer creates • If an employee is out of work for 3 consecutive days **OR** uses sick time within 2 weeks of

leaving his or her job, an employer may require documentation from a medical provider. **DO YOU HAVE QUESTIONS? Call** the Fair Labor Division at 617-727-3465

Visit www.mass.gov/ago/earnedsicktime

The Attorney General enforces the Earned Sick Time Law and regulations.

It is unlawful to violate any provision of the Earned Sick Time Law. Violations of any provision of the Earned Sick time law, M.G.L. c. 149, § 148C, or these regulations, 940 CMR 33.00 shall be subject to paragraphs (1), (2), (4), (6) and (7) of subsection (b) of M.G.L. c. 149, §27C(b) and to § 150.



This notice is intended to inform Full text of the law and regulations are available at www.mass.gov/ago/earned sick time.

SEXUAL HARASSMENT ACT

exual Harassment at work does not have to be tolerated

pictures • rape • assault • indecent exposure • staring or leering at a person • • unwanted touching • physical contact • showing lewd objects or pictures • or hostility • sexual innuendos • jokes • probing personal questions • unwa • assault • i

> **Boston Headquarters** 1 Ashburton Place, Ste. 601, Boston, MA 02108 Fax: 617-994-6024 Phone: 617-994-6000

436 Dwight Street, Rm. 220, Springfield, MA 01103 Phone: 413-739-2145 Fax: 413-784-1056

• staring or **leering** at If you are being sexually harassed, report it owing lewd objects or immediately to your supervisor or contact: ng personal questions at a person • ridicule ects or pictures • rape Sexual Harassment Officer uestions • unwanted stent invitations or requests for dates or sex • assault • indecent exposure es • probing personal questions • unwanted touching • physical contact •

g or leering at a person • ridicule or h lewd objects or pictures • rape • ass personal questions • unwanted touching person • ridicule or hostility • sexual ictures • rape • assault • indecent exp unwanted touching • physical contact ostility • sexual innuendos • jokes • pr

• indecent exposure • staring or leering at a person • ridicule or hostility • physical contact • showing lewd objects or pictures • rape • assault • indecent exposure • staring or leering at a person • ridicule or nostility • sexual innuendos • jokes • probing personal questions • unwanted touching •



Information on Employees' Unemployment Insurance Coverage

Employer Name Employer DUA ID #

Employees of this business or organization are covered by Unemployment Insurance (UI), a program financed entirely by Massachusetts employers. No deductions are made from your salary to cover the cost of your Unemployment Insurance benefits. If you lose your job, you may be entitled to collect Unemployment Insurance. Outlined below is the information you need in order to apply for Unemployment Insurance (UI) benefits. Before you file, your employer will give you a copy of the pamphlet: How to Apply for Unemployment Insurance Benefits, provided by the Massachusetts Department of Unemployment Assistance (DUA).

There are two ways to apply for UI Benefits:

You must be in the United States, its territories, or Canada when filing a claim or certifying for weekly UI benefits.

Apply by Using UI Online

Apply by calling the TeleClaim Center

UI Online is a secure, easy-to-use, self-service system. You can apply for benefits, reopen an existing claim, request weekly benefit payments, check your claim status, sign up for direct deposit, update your address, and even file an appeal online. To apply for benefits using UI Online, go to www.mass.gov/dua, and select UI Online for Claimants, and complete the required information to submit your application.

Unemployment Insurance services are available by telephone. You can apply for Unemployment Insurance benefits, reopen a current claim, obtain up-to-date information on the status of your claim

and benefit payment, resolve problems, and sign up for direct deposit — all by telephone. To apply for benefits by telephone, call the TeleClaim Center at 1-877-626-6800 from area codes 351, 413, 508, 774, and 978; or 1-617-626-6800 from any other area code. You will be asked to enter your Social Security Number and the year you were born. You will then be connected to an agent who will take the information necessary to file your claim.

Note: During peak periods from Monday through Thursday, call scheduling may be implemented, providing priority for callers based on the last If the last digit of your Assigned day to call **TeleClaims is:** digit of their Social Security Number. This helps ensure that you and others can get through to the TeleClaims Center in a timely manner. Please Social Security Number is check the schedule on the right before calling. 0, 1 2, 3

Questo documento contiene informazioni ເອກະສານສະບັບນີ້ ບັນຈຸຂໍ້ມູນອັນສຳຄັນ. 此文件含有重要信息。 This document contains important 4, 5, 6 information. Please have it translated importanti. La preghiamo di tradurlo 請立即找人翻譯 ກະລູນາເອົາເອກະສານສະບັບນີ້ໄປແປອອກ inmediatamente 7, 8, 9 ຢ່າງບໍ່ລໍຊ້າ. Este documento contém informações В данном документе содержится важная تحتوي هذه الوثيقة على معلومات هامة. Any last digit информация. Вам необходимо срочно importantes. Por favor, traduzi-lo ឯកសារនេះមាននូវព័ត៌មានដ៏សំខាន់ ។ сделать перевод документа. imediatamente IMPORTANT Massachusetts General Law, Chapter 151A, Section Este documento contiene información Docikman sa gen enfòmasyon enpòtan. សូមបកប្រែវាជាបន្ទាន់ ។ importante. Por favor, consiga una traducción Tanpri fè yon moun tradwi l touswit.

Ce document contient des informations

importantes. Veuillez le faire traduire

Vui lòng dịch tài liệu này ngay. 하신시오.

본 문서에는 중요한 정보가 포함되어

있습니다. 본 문서를 즉시 번역하도록

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

Monday

Tuesday

Wednesday

Thursday

Friday

62A requires that this notice be displayed at each site operated by an employer, in a conspicuous place, where it is accessible to all employees. It must include the name and mailing address of the employer and the identification number assigned to the employer by the Department of Unemployment Assistance.

www.mass.gov/dua

WORKERS' COMPENSATION

NOTICE TO EMPLOYEES

NOTICE TO EMPLOYEES

The Commonwealth of Massachusetts DEPARTMENT OF INDUSTRIAL ACCIDENTS

LAFAYETTE CITY CENTER, 2 AVENUE DE LAFAYETTE, BOSTON, MA 02111 • (617) 727-4900 • www.mass.gov/dia As required by Massachusetts General Law, Chapter 152, Sections 21, 22 & 30, this will give you notice that I (we) have provided for payment to our injured employees under the above mentioned chapter by insuring with: NAME OF INSURANCE COMPANY: ADDRESS OF INSURANCE COMPANY: POLICY NUMBER: **EFFECTIVE DATES:** NAME OF INSURANCE AGENT: __ PHONE #: _____ ADDRESS: _

MEDICAL TREATMENT

EMPLOYER'S WORKERS' COMPENSATION OFFICER (IF ANY)

The above-named insurer is required in cases of personal injuries arising out of and in the course of employment to furnish adequate and reasonable hospital and medical services in accordance with the provisions of the Workers' Compensation Act. The employee may select his or her own physician. The reasonable and necessary costs of the services provided by the treating physician will be paid by the insurer if the treatment is connected to the work-related injury. The above-named insurer has a preferred provider arrangement, in the cases requiring hospital attention, employees are hereby notified that the insurer has arranged for such care at:

> ADDRESS: TO BE POSTED BY EMPLOYER

_____ ADDRESS:_____

DISCRIMINATION

FAIR EMPLOYMENT IN MASSACHUSETTS Applicants to and employees of private employers with 6 or more employees*, state and local governments, employment agencies and labor organizations are protected under Massachusetts General Laws Chapter 151B from discrimination on the following bases:

RACE, COLOR, RELIGION, DISABILITY, NATIONAL ORIGIN, AGE, SEX, PREGNANCY AND PREGNANCY-RELATED CONDITIONS, GENDER IDENTITY, SEXUAL ORIENTATION, **GENETIC INFORMATION, ANCESTRY, MILITARY SERVICE**

compensation, benefits, training, classification and other aspects of employment on the basis of race, color, employment. Disability discrimination may include failing to reasonably accommodate an otherwise qualified religion,disability, national origin (including unlawful language proficiency requirements), age (if you are 40 years old or older), sex, pregnancy or a condition related to pregnancy, gender identity, sexual orientation, genetic information, ancestry, and military service. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose an undue hardship.

s made explicitly or implicitly a term or condition of employment or as a basis for employment decisions; (b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with a person's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment. The law also prohibits harassment based on the protected classes set forth above. PREGNANCY The Pregnant Workers Fairness Act prohibits employment discrimination on the basis of pregnancy and pregnancy-related conditions, such as lactation or the need to express breast milk for a nursing child, and

HARASSMENT Sexual harassment includes sexual advances, requests for sexual favors, and other verbal or

physical conduct of a sexual nature when (a) submission to or rejection of such advances, requests or conduct

describes employers' obligations to employees that are pregnant or lactating and the protections these employees are entitled to receive PARENTAL LEAVE The law requires employers to grant an employee who has completed an initial probationary period and has given two (2)weeks' notice of the anticipated date of departure and the employee's intention to return, at least eight (8) weeks of paid or unpaid leave for the purpose of childbirth,adoption of a child under 18, or adoption of a child under 23 years old if the child has a mental or physical disability.

DISABILITY M.G.L. c. 151B prohibits discrimination the basis of disability, a record of disability or perceived

M.G.L. c. 151B protects applicants and employees from discrimination in hiring, promotion, discharge, disability, in hiring, promotion, discharge, compensation, benefits, training, classification and other aspects of **RETALIATION** It is illegal to retaliate against any person because s/he has opposed any discriminatory practices or

because s/he has filed a complaint, testified, or assisted in any proceeding before the Commission. It is also illegal

to aid, abet, incite, compel or coerce any act forbidden under M.G.L. c. 151B, or attempt to do so. DOMESTIC WORKERS M.G.L. c. 151B prohibits discrimination and harassment against certain domestic workers $where the \,employer \,has \,one \,(1) \,or \,more \,employee. {}^*While \,some \,exclusions \,apply, domestic \,workers \,generally \,include \,apply} \,apply \,a$ individuals paid to perform work of a domestic nature within a household on a regular basis, such as housekeeping, housecleaning, nanny services, and/or caretaking. Employers are prohibited from engaging in sexual harassment and harassment and/or discrimination based on the protected classes described above, i.e. race, color, etc. Domestic

CRIMINAL HISTORY INQUIRIES The law prohibits employers from asking applicants on an initial employment application for any criminal background information unless an exemption by statute or regulation exists. MENTAL HEALTH FACILITY ADMISSION INQUIRIES Employers may not refuse to hire or terminate an employee

for failing to furnish information regarding his/her admission to a facility for the care and treatment of mentally ill persons. An employment application may not seek information about an applicant's admission to such a facility. IF YOU HAVE BEEN DISCRIMINATED AGAINST If you feel you have been harassed or discriminated against, you should immediately file a charge of discrimination with the Massachusetts Commission Against Discrimination, www.mcad.gov, at one of the offices below. An agreement with your employer to arbitrate your discrimination claim(s) does not bar you from filing a charge of discrimination.

Boston Office: 1 Ashburton Pl., Suite 601, Boston, MA 02108 – P: 617-994-6000 F: 617-994-6024 Springfield Office: 436 Dwight St., Room 220, Springfield, MA 01103 – P: 413-739-2145 F: 413-784-1056

workers are also entitled to parental leave.

Revised February 2023

MASSACHUSETTS PAID FAMILY AND MEDICAL LEAVE

For more information, please see our website: www.mass.gov/mcad/



City, State & Zip Code:

2024 Poster

Revised 10/2023

Notice of Benefits Available Under M.G.L. Chapter 175M

Who is a Covered Individual Under the Law?

Paid Family and Medical Leave (PFML)

Covered individuals may be entitled to family and medical leave for the following reasons:

• up to 20 weeks of paid medical leave in a benefit year if they have a serious health condition that incapacitates them from work.

• up to 12 weeks of paid family leave in a benefit year related to the birth, adoption, or foster care placement of a child, to care for a family member with a serious health condition, or because of a qualifying exigency arising out of the fact that a family member is on active duty or has been notified of an impending call to active duty in the Armed Forces. up to 26 weeks of paid family leave in a benefit year to care for a family member who is a covered service member with a serious health condition

Covered individuals are eligible for no more than 26 total weeks, in the aggregate, of paid family and medical leave in a single benefit year. To fund PFML benefits, employers may deduct payroll contributions of up to 0.46% (adjusted annually) from a covered individual's wages or other earnings. A covered individual's average weekly earnings will

determine his or her benefit amount, for a maximum weekly benefit of up to \$1,149.90 (adjusted annually).

Generally, a worker qualifies as a covered individual eligible for PFML benefits if they are: · covered by unemployment insurance in Massachusetts and paid wages by a Massachusetts employer; or • a self-employed individual who resides and works in Massachusetts and chooses to opt-in to the program; and

• has earned at least 30 times the expected benefit and at least \$6,300 (adjusted annually) in the last four completed quarters preceding the application for benefits. **Job Protection** Generally, an employee who has taken paid family or medical leave must be restored to the employee's previous position or to an equal position, with the same status, pay, employment benefits, length-of-

Employers must provide for, contribute to, or otherwise maintain the employee's employment-related health insurance benefits, if any, at the level and under the conditions coverage would have been provided

service credit, and seniority as of the date of leave. if the employee had continued working continuously for the duration of such leave. These job protections do not apply to former employees, independent contractors, or self-employed individuals.

If an employer offers employees paid family leave, medical leave, or both, with benefits that are at least as generous as those provided under the law, the employer may apply for an exemption from paying the contributions. Employees continue to be protected from discrimination and retaliation under the law even when an employer opts to provide paid leave benefits through a private plan. ☐ Both Name of Private Insurer:

and may be entitled to damages of as much as three times his or her lost wages. If you have questions or concerns about your PFML rights, call: (833) 344-7365 or visit: https://www.mass.gov/DFML

This notice must be posted in a conspicuous place on the employer's premises. FACT SHEET ON PARENTAL LEAVE

Massachusetts Commission Against Discrimination

NOTICE: PARENTAL LEAVE IN MASSACHUSETTS



Issued: May 17, 2023

• It is unlawful for an employer to discriminate or retaliate against an employee for exercising any right to which s/he is entitled under the law.

PURSUANT TO M.G.L. C. 151B, § 4(11A) AND C. 149, § 105D EVERY EMPLOYEE AND DOMESTIC WORKER IS ENTITLED AS A BOTH EMPLOYEES AND DOMESTIC WORKERS ARE ENTITLED TO RETURN TO THE SAME OR A SIMILAR POSITION WITHOUT MATTER OF LAW TO AT LEAST EIGHT WEEKS PARENTAL LEAVE FOR THE PURPOSE OF GIVING BIRTH OR ADOPTION OF A LOSS OF EMPLOYMENT BENEFITS FOR WHICH THEY WERE ELIGIBLE ON THE DATE THE LEAVE COMMENCED, IF THEY CERTAIN EXCEPTIONS SPECIFIED IN M.G.L. C. 149, § 105D. EMPLOYEES ARE ELIGIBLE IF THEY COMPLY WITH THE FOLLOWING CONDITIONS:

2. THE EMPLOYEE HAS COMPLETED AN INITIAL PROBATIONARY PERIOD SET BY THE EMPLOYER WHICH DOES NOT EXCEED THREE MONTHS OR, IN THE EVENT THE EMPLOYER DOES NOT UTILIZE A PROBATIONARY PERIOD FOR THE POSITION IN QUESTION, HAS BEEN EMPLOYED FULL TIME FOR AT LEAST THREE CONSECUTIVE MONTHS; AND, 3. GIVES TWO WEEKS' NOTICE OF THE ANTICIPATED DEPARTURE DATE AND NOTICE THAT THEY INTEND TO RETURN TO THE JOB, OR PROVIDE NOTICE AS SOON AS IS PRACTICABLE IF THE DELAY IS FOR REASONS BEYOND THE INDIVIDUAL'S

IF THE EMPLOYER PROVIDES PARENTAL LEAVE FOR LONGER THAN EIGHT WEEKS, THE EMPLOYER SHALL NOT DENY THE EMPLOYEE OR DOMESTIC WORKER THE RIGHT TO RETURN TO WORK UNLESS THE EMPLOYER CLEARLY INFORMS THE EMPLOYEE OR DOMESTIC WORKER, IN WRITING, PRIOR TO THE COMMENCEMENT OF LEAVE AND PRIOR TO ANY SUBSEQUENT EXTENSION OF LEAVE THAT TAKING LONGER THAN EIGHT WEEKS OF LEAVE SHALL RESULT IN THE DENIAL DOMESTIC WORKERS MUST PROVIDE TWO WEEKS' NOTICE BUT ARE NOT REQUIRED TO BE FULL TIME OR COMPLETE AN OF REINSTATEMENT OR THE LOSS OF OTHER RIGHTS AND BENEFITS.

terminate parental leave within eight weeks. The guarantee of a same or similar position is subject to

ACCRUED SICK LEAVE BENEFITS SHALL BE PROVIDED FOR PARENTAL LEAVE PURPOSES UNDER THE SAME TERMS AND

CONDITIONS WHICH APPLY TO OTHER TEMPORARY MEDICAL DISABILITIES. ANY EMPLOYER POLICY OR COLLECTIVE

BARGAINING AGREEMENT WHICH PROVIDES FOR GREATER OR ADDITIONAL BENEFITS THAN THOSE OUTLINED IN THIS

NO SMOKING NOTICE

NO SMOKING



Massachusetts Smoke-Free Workplace Law By order of: M.G.L. Chapter 270, Section 22

• An employee or former employee who is discriminated or retaliated against for exercising rights under the law may, not more than three years after the violation occurs, institute a civil action in the superior court,





persistent invitations

questions • 1

ridicule or

rape • assaul

touching • p

sexual inn

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touching • 1 You can file a Complaint of Discrimination with staring or the MA Commission Against Discrimination showing lev (MCAD) at one of the following locations: probing per leering at a objects or pi

Most employees who work more than 6 hours must get a 30-minute meal break. During their meal break, employees must be free of all duties and free to leave the workplace. If, at the request of the employer, an employee agrees to

Employers must keep payroll records for 3 years. Employees have the right to M.G.L. Chapter 149, Section 148C Employees begin accruing sick time on their first day of work. Employees must

work. They also say what kinds of work or tasks minors must NOT do.

have access to their sick leave 90 days after starting work.

16 & 17 • Drive most motor vehicles or forklifts • Handle, serve, or sell • Work at a job that requires that the alcoholic beverages

 Operate, clean or repair power-driven plants, mechanized workplaces, food slicers, grinders, choppers, garages, tunnels, or other risky

During the School Year:* During school hours

More than 8 hours on any weekend

(617) 624-6700 • www.youth.dol.gov

WILL IT BE PAID?

• An employee can use sick time when the employee or the employee's child, spouse,

ests for dates or sex • staring or leering at a person • ridicule or hostility • sexual innuendos • jokes • probing personal physical contact • showing lewd objects or pictures • rape • assault uendos • jokes • probing personal questions • unwanted touching sure • staring or leering at a person • ridicule or hostility • sexual tact • showing lewd objects or pictures • persistent invitations or person • ridicule or hostility • sexual innuendos • jokes • probing

> ndos • jokes • e • staring or howing lewd ing personal

g at a person or pictures • ns • unwanted

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To report a violation, contact the Massachusetts Department of Public Health at 1-800-992-1895

MA-0124

1. THE EMPLOYEE IS EMPLOYED ON A FULL-TIME BASIS;