

**OREGON FAMILY LEAVE**

You can take time off for pregnancy disability, bereavement or to provide home care for your child under the Oregon Family Leave Act (OFLA).

**CONTACT US**

If your employer isn't following the law or something feels wrong, give us a call. The Bureau of Labor and Industries is here to enforce these laws and protect you.

**Call:** 971-245-3844  
**Email:** BOL\_help@bol.oregon.gov  
**Web:** oregon.gov/boli  
Se habla español.

**OREGON LAWS**  
Protect You At Work  
July 2025 - June 2026

**Paid Leave Oregon** | What you need to know

Paid Leave Oregon serves most employees in Oregon by providing paid leave for the birth, foster care placement, or adoption of a child, a serious illness of yours or a loved one, or if you or your child experience sexual assault, domestic violence, harassment, bias crimes, or stalking.

**What benefits does Paid Leave Oregon provide and who is eligible?**

Employees in Oregon that have earned at least \$1,000 in their base year may qualify for up to 12 weeks of paid family, medical or safe leave in a benefit year. While on leave, Paid Leave Oregon pays a percentage of their wages. Benefit amounts depend on what an employee earned in their base year. See the Paid Leave website for a definition of base year.

**How do I apply for Paid Leave?**

If your employer participates in the state program, you can apply for leave with Paid Leave benefits online at francisoregon.gov or download a paper application at paidleave.oregon.gov. If the Oregon Employment Department (OED) denies your benefits, you can appeal the decision.

**Learn more about Paid Leave Oregon**

**Web:** paidleave.oregon.gov **Call:** 833-854-0166 **Email:** paidleave@oregon.gov

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**EMPLOYEE POLYGRAPH PROTECTION ACT**

The Employee Polygraph Protection Act (EPPA) prohibits employers from using lie detector tests either for pre-employment screening or during the course of employment.

**PROHIBITIONS:** Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discriminating, disciplining, or discharging an employee or prospective employee for refusing to take a test or for exercising other rights under the Act.

**PERMITTED:** Federal, state, and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private contractors engaged in national security-related activities. The Act permits polygraphs in kind of lie detector tests to be administered in the private sector, subject to restrictions, to certain prospective employees of security-related firms (armed, 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

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**BREAKS & MEALS + OVERTIME PAYCHECKS**

Your employer is required to give you breaks where you have no work responsibilities. There are specific rules about overtime pay and paychecks.

**BREAKS & MEALS**

For each 8 hour work shift you get these breaks free from work responsibilities:

- Two 10 minute paid rest breaks (15 minutes if you are under 18)
- One 30 minute unpaid meal break (generally during the two hours after your third hour of work)

You also get reasonable breaks as needed to express milk (and a private space that is not a bathroom to pump) until your child reaches 18 months of age.

If your shift is longer or shorter than 8 hours, refer to the chart here or visit [oregon.gov/boli/workers/Pages/meals-and-breaks.aspx](https://oregon.gov/boli/workers/Pages/meals-and-breaks.aspx) for more information.

Shift Length	Rest Breaks	Meal Breaks
2 hrs or less	0	0
2 hrs 1 min - 5 hrs 59 min	1	0
6 hrs	1	1
6 hrs 1 min - 10 hrs	2	1
10 hrs 1 min - 13 hrs 59 min	3	1
14 hrs	3	2
14 hrs 1 min - 18 hrs	4	2

**OVERTIME & PAYCHECKS**

You must receive overtime pay at 1.5 times your regular pay rate for hours you work over 40 in a workweek (or over 48 if you only work in agriculture). Exceptions are limited.

Daily overtime also applies in some industries including manufacturing establishments and seafood processing. Special overtime rules also apply to certain work contracted for by government agencies, public works projects, canneries and some hospital employees.

Regular paydays are required by law. You must receive a paycheck at least every 35 days. Your employer must provide you with a detailed paystub.

If you are fired or permanently laid off, you must get your last paycheck by the end of the next business day.

If you quit with at least 48 hours' notice, you must get your last paycheck on your last day of employment. If you do not give 48 hours' notice, you must get your last paycheck within 5 business days or the next payday, whichever is first.

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**ANTI-DISCRIMINATION NOTICE**

It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

For information, please contact the Office of the Special Counsel for Immigration Related Unfair Employment Practices Office at 800-255-7688.

**OREGON MINIMUM WAGE**

You must be paid at least minimum wage. The rate depends on where you work.

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**SEXUAL HARASSMENT + DOMESTIC VIOLENCE PROTECTIONS**

Oregon laws protect your right to work free from harassment. They also require your employer to provide supports if you are a victim of domestic violence.

**SEXUAL HARASSMENT**

You have the right to a workplace free from harassment, discrimination, and sexual assault. Your employer must have a policy to reduce and prevent these violations and make it available to employees within the workplace.

Sexual harassment can look like unwelcome sexual advances, requests for sexual favors, or conduct of a sexual nature (verbal, physical, or visual), that is directed toward an individual. It can also include unwelcome sexual conduct that occurs through digital or electronic communications.

It can also include conduct that is not sexual but is gender-related. Sexual harassment can be targeted toward someone of the same or different sex or gender.

Discrimination because of race, color, sex, sexual orientation, national origin, religion, marital status, uniformed service, disability, or age is illegal.

**DOMESTIC VIOLENCE PROTECTIONS**

If you experience domestic violence, harassment, sexual assault, bias crime, or stalking (or if you are a parent or guardian of someone who has), your employer must make reasonable changes to support your safety.

These changes might include: a transfer, reassignment, modified schedule, unpaid leave, changed work phone number, changed work station, installed lock, new safety procedure, or other adjustment after threatened or actual events.

You can also take protected leave to find legal or law enforcement assistance, get medical treatment for injuries or mental health support, move or change your living situation, and more.

Your employer must keep all documents and information confidential.

You can't be fired, suspended, retaliated or discriminated against in any way because you or your minor child or dependent experiences domestic violence, harassment, sexual assault, bias crime, or stalking.

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**FEDERAL MINIMUM WAGE**

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

**FEDERAL MINIMUM WAGE \$7.25 PER HOUR BEGINNING JULY 24, 2009**

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

**OVERTIME PAY** At least 1 1/2 times your regular rate of pay for all hours worked over 40 in a workweek.

**CHILD LABOR** 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 non-manufacturing, non-mining, non-hazardous jobs with certain work restrictions. Different rules apply in agriculture and employment.

**TIP CREDIT** Employers of "tipped employees" who meet certain conditions can claim a partial wage credit based on tips received by their employees. Employers must pay tipped employees a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference.

**PUMP AT WORK** The FLSA requires employers to provide reasonable break time for a nursing employee to express breast milk for her nursing child for one year after the child's birth each time the employee needs to express breast milk. Employers must provide a place, other than a bathroom, that is shielded from view and free from intrusion by coworkers and the public, which may be used by the employee to express breast milk.

**ENFORCEMENT** The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and/or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or repeated violation of the minimum wage or overtime pay provisions of the law.

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

**WAGE AND HOUR DIVISION**  
UNITED STATES DEPARTMENT OF LABOR  
1-866-487-9243  
www.dol.gov/agencies/eis/whd  
WH1408 (Rev. 04/23)

**NO SMOKING NOTICE**

**NO SMOKING OR VAPING WITHIN 10 FEET**

Under Oregon's Indoor Clean Air Act this business is smoke, aerosol and vapor free (ORS 433.835-870). Smoking, aerosolizing or vaporizing of inhalants is not allowed within 10 feet of building entrances, exits, windows, accessibility ramps and air intake vents.

**For information and complaints:**

1-866-621-6107 or <https://healthoregon.gov/morefreshair>

**Want to quit smoking?**

1-800-QUIT-NOW (800-784-8669)  
or 1-855-DEJELO-YA (Español)

**SMOKEFREE oregon**

**WORKPLACE ACCOMMODATIONS NOTICE**

This is an equal opportunity employer and does not discriminate on the basis of race, religion, color, sex, age, national origin, disability, veteran status, sexual orientation, gender identity, gender expression or any other classification protected by law.

This includes discrimination because of pregnancy, childbirth and related medical conditions.

For this reason, **will not:**

- Deny employment opportunities on the basis of a need for reasonable accommodation.
- Provide reasonable accommodation for known limitations, unless the accommodation would cause an undue hardship.
- Take an adverse employment action, discriminate or retaliate because an applicant or employee has inquired about, requested or used a reasonable accommodation.
- Require an applicant or employee to accept an accommodation that is unnecessary.
- Require an employee to take family leave or any other leave, if the employee can make reasonable accommodation instead.

To request an accommodation or to discuss concerns or questions about this notice, please contact any one of our supervisors or **in the human resources department.**

**Employees and job applicants have a right to be free from unlawful discrimination and retaliation.**

Rev. February 2023

Alternate format available on request

**UNEMPLOYMENT INSURANCE**

**NOTICE TO EMPLOYERS**

**RE: UNEMPLOYMENT INSURANCE**

Employers with at least a \$225 payroll in a calendar quarter and employers with one or more workers during 18 different weeks in a calendar year. The Employment Department automatically sends this notice after an account is set up or reopened, and employers can order a duplicate if necessary. When ordering a duplicate, employers should have their business identification number ready when they call. Contact:

Employment Department - Unemployment Insurance Tax Unit  
875 Union Street N.E., Salem, OR 97311  
Forms hotline: 503-947-1485, Option 3

**WORKERS' COMPENSATION**

**NOTICE TO EMPLOYERS**

**RE: WORKERS' COMPENSATION**

The Workers' Compensation Division issues this notice after it receives the "Guaranty Contract" from the insurer. Employers should receive this notice after purchasing workers' compensation insurance. Employers must not refuse to provide coverage or require a duplicate notice should call the Workers' Compensation Division, Contact:

Department of Consumer and Business Services,  
350 Winter Street N.E., Room 21, Salem, OR 97310  
503-947-7815

**PAYDAY NOTICE**

Regular Paydays for Employees of

(Company Name)

Should be as follows:

Weekly Bi-Weekly Monthly Other

By: Title:

**WITHHOLDING STATUS**

**YOU MAY NEED TO CHECK YOUR WITHHOLDING**

Since you last filed Form W-4 with your employer, did you:

- Have a new dependent?
- Change your name?
- Have there been major changes to your income?
- Have your income (interest, dividends, capital gains, etc.) changed?
- Have your family wage income (you or your spouse started or ended a job)?
- Have your tax circumstances changed?

• Your tax circumstances? • If you answer "YES"...

To any of these questions or you owed extra tax when you filed your last return, you may need to file a new Form W-4.

• New employer? For a copy of Form W-4 or call the IRS at 1-800-829-3676.

Now is the time to check your withholding. For more details, get Publication 915, How Do I Adjust My Tax Withholding?, or use the Withholding Calculator at [www.irs.gov/individuals](https://www.irs.gov/individuals) on the IRS website.

**USERRA - UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT**

**YOUR RIGHTS UNDER USERRA**

**THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT**

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

**REEMPLOYMENT RIGHTS**

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and:

- you ensure that your employer receives advance written or verbal notice of your service;
- your service five years or less of cumulative service in the uniformed services while with that particular employer;
- you return to work or apply for reemployment in a timely manner after the conclusion of service and;
- you have not been separated from service with a disqualifying discharge or other than honorable condition or your employer has not received notice that you are eligible to be reemployed; you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable civilian service.

**RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION**

If you:

- are a past or present member of the uniformed service;
- have applied for membership in the uniformed service or;
- are obligated to serve in the uniformed service;
- then an employer may not deny you:
- initial employment; reemployment; retention in employment;
- promotion; or any benefit of employment because of this status.

The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS and may be viewed on the internet at this address: <https://www.dol.gov/agencies/vets/programs/userra/poster> Federal law requires employers to notify employees of their rights under USERRA, and employers must meet this requirement by displaying the text of this notice where they customarily place notices for employees.

**FMLA - FAMILY AND MEDICAL LEAVE ACT**

**Your Employee Rights Under the Family and Medical Leave Act**

You do not have to share a medical diagnosis but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA. You must also inform your employer if FMLA leave was previously taken or if you are currently on FMLA leave. FMLA leave is a federal law that provides eligible employees with the right to take up to 12 weeks of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you;
- Your serious mental or physical health condition that makes you unable to work;
- To care for your spouse, child or parent with a serious mental or physical health condition; and
- Certain qualifying reasons related to the foreign deployment of your spouse, child, or parent who is a military service member.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious mental or physical health condition may take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember. You have the right to use FMLA leave in one block of time, when it is medically necessary to take FMLA leave, or on an reduced schedule. FMLA leave is not paid leave, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave. An eligible to take FMLA leave. You are an eligible employee if all of the following apply:

- You work for a covered employer;
- You have worked for your employer at least 12 months;
- You have at least 1,250 hours of service for your employer during the 12 months before your leave; and
- Your employer has at least 50 employees within 75 miles of your work location.

Active full-time crew employees have different "hours of service" requirements. You work for a covered employer if one of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year;
- You work for an elementary or public or private secondary school;
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

How do I request FMLA leave? Generally, to request FMLA leave you must:

- Follow your employer's normal policies for requesting FMLA leave;
- Give notice at least 30 days before your need for FMLA leave or
- If advance notice is not possible, give notice as soon as possible.

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- You have worked for your employer at least 12 months;
- You have at least 1,250 hours of service for your employer during the 12 months before your leave; and
- Your employer has at least 50 employees within 75 miles of your work location.

Active full-time crew employees have different "hours of service" requirements. You work for a covered employer if one of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year;
- You work for an elementary or public or private secondary school;
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

How do I request FMLA leave? Generally, to request FMLA leave you must:

- Follow your employer's normal policies for requesting FMLA leave;
- Give notice at least 30 days before your need for FMLA leave or
- If advance notice is not possible, give notice as soon as possible.

You must not have to share a medical diagnosis but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA. You must also inform your employer if FMLA leave was previously taken or if you are currently on FMLA leave. FMLA leave is a federal law that provides eligible employees with the right to take up to 12 weeks of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you;
- Your serious mental or physical health condition that makes you unable to work;
- To care for your spouse, child or parent with a serious mental or physical health condition; and
- Certain qualifying reasons related to the foreign deployment of your spouse, child, or parent who is a military service member.

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