FED Your Employee Rights Under the Family and Medical Leave Act The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees Eligible employees can take **up to 12 workweeks** 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 servicemembe An eliqible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness may take up to 26 workweeks of FMLA leave in a single 12-month period to care for the servicemember. You have the right to use FMLA leave in one block of time. When it is medically necessary or otherwise permitted, you may take FMLA leave ntermittently in separate blocks of time, or on a reduced schedule by working less hours each day or week. Read Fact Sheet #28M(c) for more 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. Am I 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 Airline flight crew employees have different "hours of service" requirements ou work for a covered employer if one of the following applie You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar yea You work for an elementary or public or private secondary school, or You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered **How do I request FMLA leave?**

Generally, to request FMLA leave you must: Follow your employer's normal policies for requesting leav Give notice at least 30 days before your need for FMLA leave, or

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 protection. You must also inform your employer if FMLA leave was previously taken or approved for the same reason when requesting Your employer may request certification from a health care provider to verify medical leave and may request certification of a qualifying exigency.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and

What does my employer need to do?

If you are eligible for FMLA leave, your employer must: Allow you to take job-protected time off work for a qualifying reason Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and

Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at four **employer cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your employer must confirm whether you are eligible or not eligible for FMLA leave. If your employer determines that you are eligible, your employer must notify you in writing: About your FMLA rights and responsibilities, and How much of your requested leave, if any, will be FMLA-protected leave

Where can I find more information? Call 1-866-487-9243 or visit dol.gov/fmla to learn more.

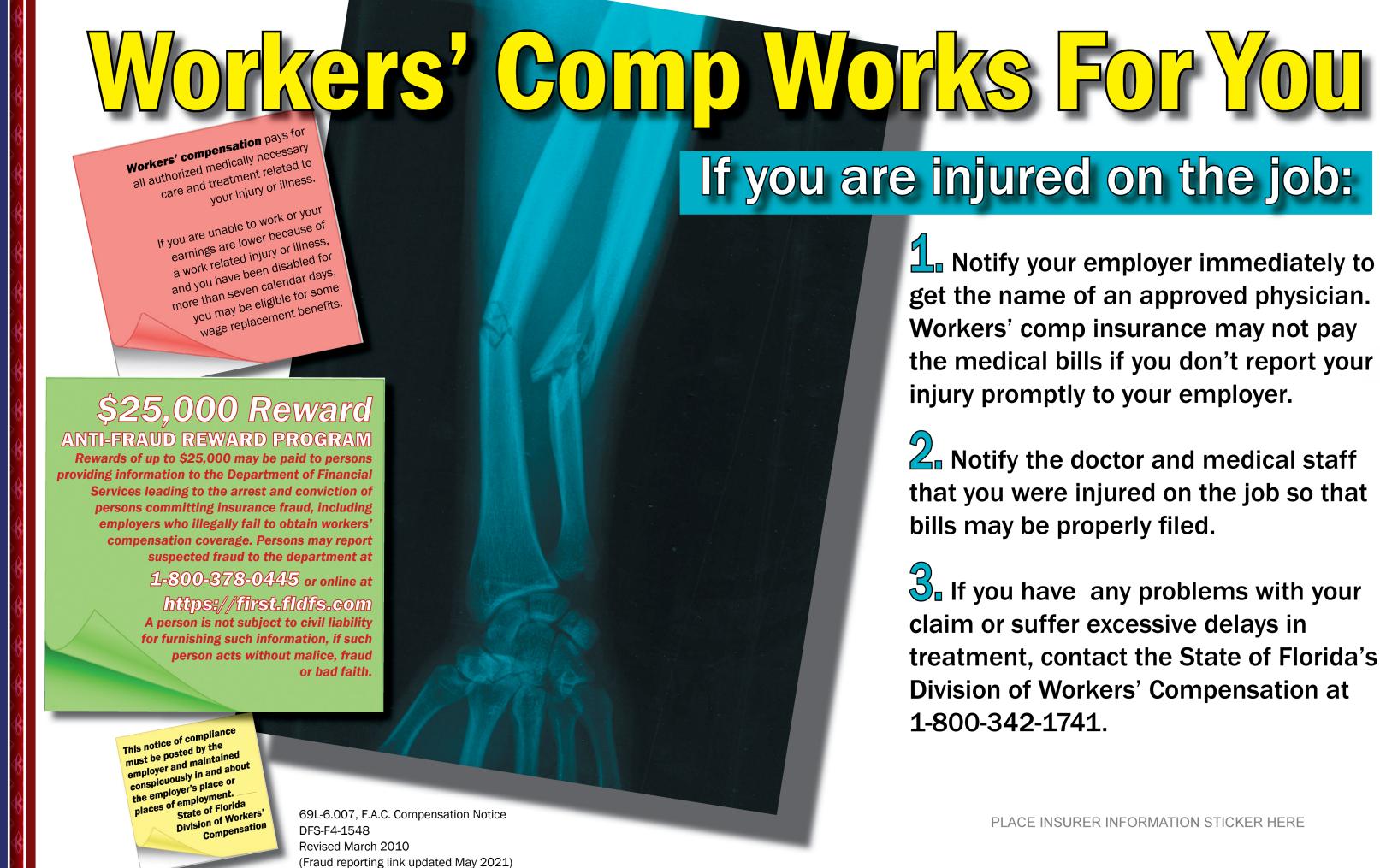
You must be totally or partially unemployed through no fault of your own.

You must apply for benefits at https://connect.myflorida.com You must register for work at www.employflorida.com.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. Scan the QR code to learn about our WHD complaint process.

> **WAGE AND HOUR DIVISION** UNITED STATES DEPARTMENT OF LABOR





La Notify your employer immediately to get the name of an approved physician. Workers' comp insurance may not pay the medical bills if you don't report your injury promptly to your employer.

2. Notify the doctor and medical staff that you were injured on the job so that bills may be properly filed.

5 If you have any problems with your claim or suffer excessive delays in treatment, contact the State of Florida's **Division of Workers' Compensation at** 1-800-342-1741.

PLACE INSURER INFORMATION STICKER HERE

DEPARTMENT OF REVENUE

FED

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

prospective employee for refusing to take a test or for exercising other rights under the Act.

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 Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against an employee or

notice before testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons

The Secretary of Labor may bring court actions to restrain violations and assess civil penalties against violators. Employees or job applicants may also bring their own court action:

FLORIDA LAW

PROHIBITS

DISCRIMINATION

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN,

DISABILITY, AGE, PREGNANCY OR MARITAL STATUS.

WHAT IS COVERED UNDER THE LAW:

 PUBLIC ACCOMMODATIONS •RETALIATION AFTER FILING A CLAIM

visit our web site or call us!

FLORIDA COMMISSION ON

HUMAN RELATIONS

vou feel that vou have been discrimi

EMPLOYEE RIGHTS

EMPLOYEE POLYGRAPH PROTECTION ACT

WAGE AND HOUR DIVISION UNITED STATES DEPARTMENT OF LABOR

ederal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related

1-866-487-9243 www.dol.gov/agencies/who



Notice to Employees Minimum Wage in Florida

Effective September 30, 2023, the Florida minimum wage will be \$12.00 per hour, with a minimum wage of at least \$8.98 per hour for tipped employees, in addition to tips, through September 29, 2024.

On November 3, 2020, Florida voters approved a state constitutional amendment to gradually increase the state's minimum wage each year until reaching \$15.00 per hour on September 30, 2026. On September 30, 2023, Florida's minimum wage will increase to \$12.00 per hour. Each year thereafter, Florida's minimum wage will increase by \$1.00 until the minimum wage reaches \$15.00 per hour on September 30, 2026. Resuming in 2027, the minimum wage will be adjusted annually for inflation.

An employer may not retaliate against an employee for exercising his or her right to receive the minimum wage. Rights protected by the State of Florida Constitution include the right to:

- File a complaint about an employer's alleged noncompliance with lawful minimum wage requirements.
- Inform any person about an employer's alleged noncompliance with lawful minimum wage requirements.
- Inform any person of his or her potential rights under Section 24, Article X of the State Constitution and to assist the individual in asserting such rights.

An employee who has not received the lawful minimum wage after notifying his or her employer and giving the employer 15 days to resolve any claims for unpaid wages may bring a civil action in a court of law against an employer to recover back wages plus damages and attorney's fees.

An employer found liable for intentionally violating minimum wage requirements is subject to a fine of \$1,000 per violation, payable to the State. The Attorney General, or other official designated by the Legislature, may bring a civil action to enforce the minimum wage.

For additional details, see Section 24, Article X of the State of Florida Constitution, and section 448.110, Florida Statutes.

10TICE: This state has its own minimum wage law. Employers are also required to display the federal Employee Rights Under the Fair Labor Standards Act posting, which indicates the federal minimum

DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

Child Labor Laws

The State of Florida and the Federal Fair Labor Standards Act (FLSA)

Protecting the Health, Education and Welfare of Minors in the Workplace.

This chart summarizes the child labor laws of the State of Florida and the Federal Fair Labor Standards Act (FLSA)

The stricter provisions must be observed and are denoted by bold lettering. The Federal law in italics.

Florida: Minors participating in farm work, not on their parents or quardian's farm, must comply with the same restrictions as in other work. FLSA: No limitation

FLSA: No employment permitted durina school hours. May work after school in occupations not declared hazardous in agriculture. See Child Labor Bulletin 102. (Exception: 12 and 13 year-olds may be employed with written parental consent or on a farm where the minor's

request an exemption from the law. If a minor is attending the K-12 public school, a waiver may be obtained and granted by the local school district. All other minors may request an application by contacting the Department of Business and Professional Child Labor

WORKERS' COMPENSATION Florida: If an injured minor is employed in violation of any provision of the Child Labor laws of Florida, an employer may be subject to up to double the compensation otherwise payable under Florida Worker.

Florida Department of Business and Professional Regulation and the United States Department of Labor

"Working Together for Florida's Workforce"

Program. Waiver applications are reviewed and granted on a case by case basis. To qualify, applicants must demonstrate that certain requirements of Florida law need to be waived. Employers must keep a copy of partial waivers of employed minors. PENALTIES Florida: Employment of minors in violation of Florida Child Labor laws may result in fines up to \$2,500 per offense and/or be guilty of a second degree misdemeanor. FLSA: Maximum fines up to \$11,000 per minor/per violation.

POSTING REQUIREMENTS Florida: All employers of minors must post in a conspicuous place on the property or place of employment, where it may be easily read, a poster notifying minors of the

Minors 14 & 15 - Under 14 years old MAY NOT WORK

and 7 p.m.; from June 1 to Labor Day may work until 9 p.m.

Minors 14 and 15 may not work in these occupation:

Working in freezers or meat coole

Operating motor vehicles

or processed

Manufacturing, mining, or pro

clerical); boiler or engine rooms

Loading and unloading trucks

Pages in the Florida legislatur

For information on Federal laws contact:

www.dol.gov/elaws/flsa.htm.

U.S. DEPARTMENT OF LABOR, WAGE & HOUR DIVISION

LISTED IN THE TELEPHONE DIRECTORY UNDER U.S. GOVERNMENT;

Newspaper delivery (10 years old)

A court may authorize an exemption from age and hour restrictions

Working in public messenger service

Conducting door-to-door sales of products as employmer

Age Restrictions- (from age requirements; hazard restrictions still apply)

Minors who work for their parents in occupations not declared hazardous

Minors in the entertainment industry registered with Child Labor Compliance

Cooking (some exceptions apply) & baking

Maintaining or repairing an establishment, machines, or equipment

Florida: May work up to 15 hours per week. Not before 7 a.m. or after 7 p.m. and for no more than 3 hours

a day on school days, when a school day follows. May work up to 8 hours on Friday, Saturday, Sunday, and

FLSA: Daily maximum of 3 hours on school days, 8 hours non-school days; weekly maximum is 18 hours; not before

7 a.m. or after 7 p.m. Note: Application of both state and federal law allows this age group to work up to 8

Florida: May work up to 8 hrs. per day and up to 40 hrs. per week; may not work before 7 a.m. or after 9 p.m

Operating any power-driven machinery other than office machines, including all power mowers and cutters

Working in occupations in Transportation, Warehouse & Storage, Communications, and Construction (except

Operating, setting up, adjusting, or cleaning power-driven meat or vegetable slicers, grinders, food choppers, and

cessing occupations where goods are manufactured, mined,

hours on Saturday, Sunday and non-school days, when school days do not follow, until 7 p.m.

FLSA: May work up to 8 hrs. per day and up to 40 hrs. per week. Work must be per

Florida & FLSA: May not work during school hours

age. Where federal and state rates both apply to an employee, the U.S. Department of Labor dictates that the employee is entitled to the higher minimum wage rate.

Florida & FLSA: Not required, except the FLSA requires the employer to maintain date of birth information for all employees under 19 years old

Florida: Minors may work no more than 4 consecutive hours without a 30 minute uninterrupted break. FLSA: No limitations

Florida: May work up to 30 hours per week. Not before 6:30 a.m. or later than 11 p.m.

Minors 16 & 17

esents a combination of those laws with an ** annotating Florida law "only."

Vorking on any scaffolding, roofs or ladders above 6 feet; roofing

Restrictions- (from hour restrictions only; hazard restrictions still apply until 18 yrs.)

Minors who hold waivers from a public school or Child Labor Compliance

TELEPHONE 850.488.3131; TOLL-FREE 1.800.226.2536

inors under the age of 18 may not work in below occupation

Working in or around explosives or radioactive substances

SCHOOL ATTENDANCE

HOURS OF WORK, WHEN

HOURS OF WORK, WHEN

spring breaks)

DAYS PER WEEK

AGRICULTURE

summer vacation; winter,

Operating Motor vehicles

processing, or rendering

Aining occupations

Wrecking, demolition or excavation

Manufacturing brick and tile product

Norking with compressed gases exceeding 40 p.s.i.

Operating circular saws, band saws, & guillotine shears

Minors who have served in the U.S. Armed Forces

For information on Florida laws contact

2601 Blair Stone Road

TALLAHASSEE, FL 32399-2212

www.myfloridalicense.com

Minors who are enrolled in high school work programs

Logging or sawmilling

SCHOOL IS IN SESSION

PERMITS TO WORK

Florida: May NOT work during school hours unless they

meet a criterion of the Hour Restrictions listed below.

lorida: No Limitations. FLSA: No limitations

Operating power-driven meat processing machines to include meat and vegetable slicers; slaughtering, meat packing

Operating or assisting to operate tractors over 20 PTO horsepower, forklifts, earthmoving equipment, any harvesting, planting, or

Minors who have either graduated from an accredited high school, or hold a high school equivalency diploma

FLORIDA DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION • CHILD LABOR PROGRAM

Operating power-driven bakery; metal-forming, punching, and shearing machines; woodworking, paper products or hoisting

days when school does not follow, there are no hour restrictions

Florida: No more than 6 consecutive days in any one week. FLSA: No limitations

parent is also employed; minors under 12 may be employed with written parental consent on farms where employees are exempt from the Federal minimum waqe provisions.)

DEPARTMENT OF LABOR JNITED STATES OF AMERICA FED **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.

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

1-866-487-9243 ov/agencies/whd

REV. 04/2023

4075 Esplanade Way, Suite 110 http://FCHR.state.fl.us hone: **(850) 488-7082** Voice Messaging 1-800-342-8170

LA LEY DE LA FLORIDA DISCRIMINACIÓN

BASADA EN:

RAZA, COLOR, RELIGIÓN, SEXO, ORIGEN NACIONAL, LO QUE ESTÁ CUBIERTO BAJO LA LEY: LUGARES DE ACOMODO PÚBLICO ACCIÓN VENGATIVA EN CONTRA DE PRESENTAR UNA OUEJA BAJO LALEY DE "SOPLAÓN" (WHISTLE-BLOWER) ¡Si usted siente que ha sido discriminad

LA COMISIÓN DE RELACIONES **HUMANAS DE LA FLORIDA** Tallahassee, Florida 32399 http://FCHR.state.fl.us

Teléfono: (850) 488-7082

Correo de Voz: 1-800-342-8170

FED

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 disc

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: you return to work or apply for reemployment in a timely manner after conclusion of service; and you have not been separated from service with a disqualifying discharge or under other than honorable condition RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

have applied for membership in the uniformed service; or hen an employer may not deny you

reemployment; any benefit of employment because of this status.

HEALTH INSURANCE PROTECTION If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and you dependents for up to 24 months while in the military. Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are

For assistance in filing a complaint, or for any other information on USERRA, contact VETs at 1-866-4-USA-DOL or visit is website at https://www.dol.gov/agencies/vets/. An interactive online USERRA Advisor can be viewed at https://webapps.dol.gov/elaws/vets/userra

If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special ne 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

> U.S. Department of Labor • 1-866-487-2365 U.S. Department of Justice Office of Special Counse Employer Support of the Guard and Reserve • 1-800-336-4590

REV. 05/2022

FED U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION **Know Your Rights: Workplace Discrimination is Illegal**

The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in employment. If you believe you've been discriminated against at work or in applying for a job, the EEOC may be able to help.

What Types of Employment Discrimination are Illegal? Under the EEOC's laws, an employer may not discriminate against you, regardless

National origin
Sex (including pregnancy, childbirth, and related medical conditions, sexual orientation, or gender identity) Age (40 and older) Genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic services, or family medical Retaliation for filing a charge, reasonably opposing discrimination, or participating in a discrimination lawsuit, investigation, or proceeding nterference, coercion, or threats related to exercising rights regarding disability discrimination or pregnancy accommodation ganizations are Covered?

Staffing agencies mployment Practices can be Challenged a Discharge, firing, or lay-off Pay (unequal wages or compensation)

State and local governments (as employers)

Obtaining or disclosing genetic information of employee Requesting or disclosing medical information of employees Conduct that might reasonably discourage someone from opposing discrimination, filing a charge, or participating in an investigatio

one exercising their rights, or someone assisting or encourag one else to exercise rights, regarding disability discrimination ding accommodation) or pregnancy accommodation What can You Do if You Believe Discrimination has Occurred? Submit an inquiry through the EEOC's public portal

an EEOC field office (information at

EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS

doing business with the Federal Government. If you are applying for a job with, or are an employee of, a company with a Federal contract or subcontract, you are protected under Federal law from discrimination on the following bases: Race, Color, Religion, Sex, Sexual Orientation, Gender Identity

Executive Order 11246, as amended, prohibits employment discrimination by Federal contractors based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment Asking About, Disclosing, or Discussing Pay

Protected Veteran Status The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and requires affirmative action to recruit, employ, and advance in employment, disabled veterans, recently separated veterans (i.e., within three years of discharge or release from active

Retaliation Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination by Federal contractors under these Federal laws. Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under OFCCP's authorities should contact immediately. The Office of Federal Contract Compliance Programs (OFCCP) U.S. Department of Labor 200 Constitution Avenue, N.W. Washington, D.C. 20210 1–800–397–6251 (toll-free)

If you are deaf, hard of hearing, or have a speech disability, please dial

at https://ofccphelpdesk.dol.gov/s/, or by calling an OFCCP regional or district office, listed in most telephone directories under the control of the contr nt of Labor and on OFCCP's "Contact Us" webpage PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE Race, Color, National Origin, Sex In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or artivities receiving Federal Ringandal assistance. Employment discrimination

Individuals with Disabilities Section 504 of the Rehabilitation Act of 1973, as amended, prohibits empl nation on the basis of disability in any program or activity which employment against persons with disabilities who, with or without reasonable

REV. 06/27/2023

ONLINE

Job Safety and Health IT'S THE LAW!

All workers have the right to:

- A safe workplace.
- Raise a safety or health concern with your employer or OSHA, or report a workrelated injury or illness, without being retaliated against.
- Receive information and training on job hazards, including all hazardous substances in your workplace.
- Request a confidential OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. You have the right to have a representative contact OSHA on your behalf.
- Participate (or have your representative participate) in an OSHA inspection and speak in private to the inspector.
- File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your rights. See any OSHA citations issued to your
- employer. Request copies of your medical records, tests that measure hazards in the workplace, and
- the workplace injury and illness log. This poster is available free from OSHA.

Contact OSHA. We can help.

Employers must:

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
- Comply with all applicable OSHA standards.
- Notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related inpatient hospitalization, amputation, or loss
- Provide required training to all workers in a language and vocabulary they can understand.
- Prominently display this poster in the workplace.
- Post OSHA citations at or near the place of the alleged violations.

On-Site Consultation services are available to small and medium-sized employers, without citation or penalty, through OSHA-supported consultation programs in every state.



1-800-321-OSHA (6742) • TTY 1-877-889-5627 • www.osha.gov



J. J. Keller & Associates, Inc. JJKeller.com/laborlaw 800-327-6868



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This poster is in compliance with federal and state posting requirements.

REV. 05/16/2016