

Since 1983



1961 Diamond Springs Road
Virginia Beach, VA 23455
Phone (757) 460-6308
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WASHINGTON DC EMPLOYEES

MANCON Employees,

Included in this packet is the following information:

1. District of Columbia EEO
2. Minimum Wage Poster
3. Living Wage Act
4. Family Medical Leave Act
5. Accrued Sick and Safe Leave
6. Unemployment Notice
7. Workers Compensation Notice
8. Pregnant Workers Notice
9. Right to Breastfeed
10. Parental Leave Act
11. Paid Family Leave
12. Wage Theft Prevention Act
13. Time Off to Vote

If you have any questions, please contact your MANCON Supervisor.

Thanks,
Human Resources

Equal Employment Opportunity (EEO) Workplace Poster

Updated: May 17, 2024



Know Your Rights in the District of Columbia

DC Human Right Act

In accordance with the District of Columbia Human Rights Act of 1977, as amended, the District of Columbia and employers cannot discriminate on the basis of (actual or perceived):¹

- Race
- Color
- Sex (including pregnancy)
- National Origin
- Religion
- Age
- Martial Status
- Personal Appearance
- Sexual Orientation
- Gender Identity and Expression
- Family Responsibilities
- Matriculation
- Political Affiliation
- Genetic Information
- Disability
- Credit Information
- Status as a victim or family member of a victim of Domestic Violence, Sexual Offense or Stalking (DVSOS)
- Homeless Status

Sexual harassment and harassment based on other protected categories is prohibited by the Act.

If you believe a violation of the Act has occurred, you can file a complaint with the District of Columbia Office of Human Rights. The process is free and does not require an attorney. Damages can be awarded if it is determined that a violation of the Act did occur.

DC Family Medical Leave Act

The DC Family and Medical Leave Act of 1990 requires all employers with 20 or more employees to provide up to 16 weeks of unpaid family leave:

- for the birth of a child, an adoption or foster care; or
- to care for a seriously ill family member.

It also allows up to 16 weeks of unpaid medical leave:

- to recover from a serious illness that left the employee unable to work for a total of 32 weeks during a 24 month period.

During the period of leave, an employee should not lose benefits such as seniority or group health plan coverage. The employer may require medical certification and reasonable prior notice when applicable.

¹ Additional categories protected from discrimination but not in the area of employment include: familial status, source of income, place of residence or business, sealed eviction record, and status as a victim of an intrafamily offense.

An employee is eligible under the Act if they have been employed by the employer for at least 12 consecutive or non-consecutive months in the seven years immediately preceding the start of the family or medical leave, and worked at least 1,000 hours during these 12 months.

DC Parental Leave Act

In accordance with the DC Parental Leave Act of 1994, an employee who is a parent shall be entitled to a total of 24 hours leave² during any 12-month period to attend or participate in school-related events for his or her child.

A parent is defined as the:

- biological mother or father of a child;
- person who has legal custody of a child;
- person who acts as a guardian of a child;
- aunt, uncle, or grandparent of a child; or is
- a person married to a person listed above.

A school-related event means an activity sponsored either by a school or an associated organization.

Any employee shall notify the employer of the desire to leave at least 10 calendar days prior to the event, unless the need to attend the school-related event cannot be reasonably foreseen.

Filing a Complaint of a Violation

If you believe an employer has wrongfully denied you family or medical leave, or retaliated against you under this statute, you can file a complaint within one year of the incident with the Office of Human Rights (OHR). To file a complaint, visit:

- Online at ohr.dc.gov; or
- In-Person at 441 4th Street NW, Suite 570N, Washington, DC 20001.

Questions about the OHR process can also be answered by phone at (202) 727-4559

² Leave is unpaid unless the parent elects to use any paid family, vacation, personal or compensatory leave provided by the employer.



DISTRICT OF COLUMBIA MINIMUM WAGE POSTER

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

MINIMUM WAGE RATES

EMPLOYEES WHO DO NOT RECEIVE TIPS	EMPLOYEES WHO RECEIVE TIPS
\$16.10 per hour beginning July 1, 2022	\$5.35 per hour beginning July 1, 2022
\$17.00 per hour beginning July 1, 2023	\$6.00 per hour beginning May 1, 2023 \$8.00 per hour beginning July 1, 2023
\$17.50 per hour beginning July 1, 2024	\$10.00 per hour beginning July 1, 2024
\$17.95 per hour beginning July 1, 2025	\$12.00 per hour beginning July 1, 2025

The minimum wage increases each year in proportion to the Consumer Price Index for both employees who do not receive tips and for employees who do receive tips.

MINIMUM WAGE EXCEPTIONS

The minimum wage provision does not apply in instances where other laws or regulations establish minimum wage rates for the following:

- 1. Handicapped workers may be paid less only when the employer has received an authorizing certificate from the U.S. Department of Labor.
- 2. Persons employed under provisions of the Workforce Innovation and Opportunity Act shall be paid pursuant to that Act.
- 3. Persons employed under provisions of the Youth Employment Act shall be paid pursuant to that Act.
- 4. Persons employed under provisions of the Older Americans Act shall be paid pursuant to that Act.
- 5. Students employed by institutions of higher education may be paid the minimum wage established by the United States government.
- 6. The minimum wage provision does not apply to persons:
 - a. employed in a bona fide executive, administrative, professional, computer, or outside sales capacity; or
 - b. engaged in the delivery of newspapers to the homes of consumers.

OVERTIME PAY

Employees must be paid at least 1 1/2 times the regular rate of pay for all hours worked over 40 hours in a workweek.

OVERTIME EXCEPTIONS

The overtime provision does not apply to persons employed:

- 1. In a bona fide executive, administrative, professional, computer, or outside sales capacity.
- 2. As a seaman, railroad worker, or newspaper carrier.
- 3. By an air carrier employee who voluntarily exchanges workdays with another employee for the primary purpose of utilizing air travel benefits available to these employees.
- 4. As a salesperson, parts salesperson, or mechanic primarily engaged in selling or servicing automobiles, trailers, or trucks if employed by a non-manufacturing establishment primarily engaged in the business of selling these vehicles to final purchasers.

NOTES:

The Car Wash Employee Overtime Amendment Act of 2012, effective May 31, 2012, removed the overtime exception for employees of a car wash. Car wash employees are entitled to overtime for all hours worked over a forty- hour workweek.

The United States Department of Labor’s Home Care Rule, effective November 12, 2015, is applicable to direct care workers employed by agencies and other third-party employers. Direct care workers are workers who provide home care services, such as certified nursing assistants, home health aides, personal care aides, caregivers, and companions.

PERSONS NOT ENTITLED TO OVERTIME PAY UNDER DISTRICT LAW MAY BE ENTITLED UNDER FEDERAL LAW

For more information, call the U.S. Department of Labor, Wage-Hour Division, or visit dol.gov/whd.

UNIFORMS

Employers must pay the cost of purchase, maintenance, and cleaning of uniforms and protective clothing required by the employer or by law, or employers must pay the employee 15 cents per hour in addition to the minimum wage (maximum required is \$6.00 per week) for washable uniforms. Such payment of 15 cents per hour shall not apply in the case of protective clothing. When the employer purchases and the employee maintains washable uniforms, the additional payment required is 10 cents per hour. When the employer cleans and maintains uniforms that the employee purchases, the additional payment required is 8 cents per hour.

MEALS

Employers may deduct \$2.12 for each meal made available. For four (4) hours or less of work, a maximum of one (1) meal deduction is allowed. For more than four (4) hours of work, a maximum of two (2) meal deductions is allowed. For employees who live on the employer’s premises, no more than \$6.36 per day can be deducted.

ON-CALL TIME

An employee who is required to stay at the employer’s premises while on call is working. An employee who is required to remain in a specified geographic area, such as at home or within a 2-hour drive of the worksite, or who is allowed to leave a message where he/she can be reached, is usually not working while on call.

OTHER PROVISIONS

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

DEDUCTIONS

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

RECORDS

Every employer shall make and keep for at least three (3) years accurate time and payroll records for each employee, in addition to other detailed records required by the Act.

TIPPED EMPLOYEES

Employers must pay a service rate per hour to tipped employees. If an employee’s hourly tips (averaged weekly) added to the service rate do not equal the minimum wage for non-tipped employees, the employer must pay the difference. (See the minimum wage rates on page one.)

ADDITIONAL LAWS ADMINISTERED BY THE OFFICE OF WAGE-HOUR

All labor laws enforced within the District of Columbia can be found on does.dc.gov.

FOR A COMPLETE TEXT OF EACH LAW OR TO FILE A COMPLAINT CONTACT:
DEPARTMENT OF EMPLOYMENT SERVICES OFFICE OF WAGE-HOUR
4058 Minnesota Avenue, N.E.
Washington, D.C. 20019
(202) 671-1880 | does.dc.gov

THE LIVING WAGE ACT OF 2006

D.C. Code §§ 2-220.01 – 2-220.11

Recipients of new contracts or government assistance shall pay affiliated employees and subcontractors who perform services under the contracts no less than the current living wage.

Effective January 1, 2025, until June 30, 2025, the living wage rate is \$17.50 per hour.

Effective July 1, 2025, the District's Minimum Wage and Living Wage will increase to \$17.95 per hour.

The requirement to pay a living wage applies to:

- All recipients of contracts in the amount of \$100,000 or more, and all subcontractors that receive \$15,000 or more from the funds received by the recipient from the District of Columbia, and
- All recipients of government assistance in the amount of \$100,000 or more, and all subcontractors of these recipients that receive \$50,000 or more from the government assistance received by the recipient from the District of Columbia.

“Contract” means a written agreement between a recipient and the District government.

“Government assistance” means a grant, loan, or tax increment financing that results in a financial benefit from an agency, commission, instrumentality, or other entity of the District government.

“Affiliated employee” means any individual employed by a recipient who received compensation directly from government assistance or a contract with the District of Columbia government, including employees of the District of Columbia, any employee of a contractor or subcontractor of a recipient who performs services pursuant to government assistance or contract. The term “affiliated employee” does not include those individuals who perform only intermittent or incidental services with respect to the contract or government assistance or who are otherwise employed by the contractor, recipient, or subcontractor.

Certain exemptions apply: 1) Contracts or agreements subject to wage determinations required by federal law which are higher than the wage required by this Act; 2) Existing and future collective bargaining agreements, provided that the future agreement results in employees being paid no less than the current living wage; 3) contracts for electricity, telephone, water, sewer performed by regulated utilities; 4) contracts for services needed immediately to prevent or respond to a disaster or imminent threat declared by the Mayor; 5) contracts awarded to recipients that provide trainees with services, including, but not limited to, case management and job readiness services, provided the trainee does not replace employees; 6) employees under 22 years of age employed during a school vacation period, or enrolled as a full-time student who works less than 25 hours per week; 7) tenants or retail establishments that occupy property constructed or improved by government assistance, provided there is no receipt of direct District government assistance; 8) employees of nonprofit organizations that employ not more than 50 individuals and qualify for 501(c)(3) status; 9) Medicaid provider agreements for direct care services to Medicaid recipients, provided that the direct care service is not provided through a home care agency, a community residence facility, or a group home for persons with intellectual disabilities as those terms are defined in section 2 of the Health-Care and Community Residence Facility, Hospice, and Home Care Licensure Act of 1983; D.C. Official Code § 44-501; and 10) contracts or agreements between managed care organizations and the Health Care Safety Net Administration or the Medicaid Assistance Administration to provide health services.

Home Care Final Rule: The Department of Labor extended overtime protections to home care workers and workers who provide companionship services. Employers within this industry are now subject to recordkeeping provisions.

Each recipient and subcontractor of a recipient shall provide this notice to each affiliated employee covered by this notice and shall also post this notice in a conspicuous site in its place of business. All recipients and subcontractors shall retain payroll records created and maintained in the regular course of business under District of Columbia law for a period of at least 3 years.

To file a claim, visit: Department of Employment Services, Office of Wage-Hour, 400 Virginia Ave., SW, 4th Flr, Washington, D.C. 20024; call: (202) 671-1880; or file your claim on-line: does.dc.gov. Go to “File a Claim” tab.



Know Your Rights in the District of Columbia

Work Leave for Family or Medical Purposes:

The District of Columbia Family and Medical Leave Act (DCFMLA) requires employers with 20 or more employees to provide eligible employees with 16 weeks of family leave and 16 weeks of medical leave during a 24-month period. However, the law does not require employers to specifically pay for leave under DCFMLA, except that employees may use accrued leave (i.e., sick, annual, PTO, etc.) and where applicable, for private sector, payment under the Universal Paid Leave Act, and for DC government employees, payment under the Paid Family Leave Act.

Family Leave

- Eligible circumstances for family leave under DCFMLA include the birth of a child, adopting a child, or caring for a child in foster care. Caring for a seriously ill family member is also eligible for family leave.

Medical Leave

- Eligible circumstances for medical leave under DCFMLA includes recovering from a serious illness rendering the employee unable to work.

Leave under DCFMLA may be taken in blocks of time, intermittently, and in certain circumstances, at a reduced schedule.

The employer may require medical certification and reasonable prior notice when applicable.

Employee Eligibility

An employee is eligible under the Act if she or he has been employed by the employer for at least 12 consecutive or non-consecutive months in the seven years immediately preceding the start of the family or medical leave, and worked at least 1,000 hours during these 12 months¹.

The District government is considered a single employer. The above eligibility requirements can be met by considering employment at more than one District agency.

Employer Posting Requirements

The employer must post and maintain this notice in a conspicuous place. An employer that willfully fails to post this notice may be ordered to pay a fine of up to \$100 for each day the employer fails to post the notice.

¹ For family or medical leave that began prior to November 13, 2021, an employee is eligible under the Act if she or he was employed by the employer for at least one year without a break in service, and worked at least 1,000 hours during the 12 month period immediately preceding the requested leave. The one year of service requirement did not need to have immediately preceded the request for leave.

Filing a Complaint of a Violation

If you believe an employer has wrongfully denied you family or medical leave, or retaliated against you under this statute, you can file a complaint within one year of the incident with the Office of Human Rights (OHR). To file a complaint, visit:

- Online at ohr.dc.gov; or
- In-Person at 441 4th Street NW, Suite 570N, Washington, DC 20001.

Questions about the OHR process can also be answered by phone at (202) 727-4559

OFFICIAL NOTICE
(Post Where Employees Can Easily Read)

Accrued Sick and Safe Leave Act of 2008

(This poster includes provisions of the Earned Sick and Safe Leave Amendment Act of 2013, effective February 22, 2014)

REQUIRES EMPLOYERS IN THE DISTRICT OF COLUMBIA TO PROVIDE PAID LEAVE TO EMPLOYEES FOR THEIR OWN OR FAMILY MEMBERS' ILLNESSES OR MEDICAL APPOINTMENTS AND FOR ABSENCES ASSOCIATED WITH DOMESTIC VIOLENCE OR SEXUAL ABUSE.

EMPLOYERS REQUIRED TO COMPLY WITH THE ACT

Pursuant to the Accrued Sick and Safe Leave Act of 2008, all employers in the District of Columbia must provide paid leave to each employee, including employees of restaurants, bars, temporary, staffing firms and part-time employees.

ACCRUAL START DATE

Paid leave accrues at the beginning of employment, provided that the accrual need not commence prior to November 13, 2008 and provided that an employer need not allow accrual of paid leave for tipped restaurant or bar employees prior to February 22, 2014.

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

ACCESSING PAID LEAVE

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

NUMBER OF HOURS ACCRUED

Accrual of paid leave is determined by the type of business, the number of employees an employer has, and the number of hours an employee works. For tipped employees of restaurants or bars, regardless of the number of employees the employer has, each tipped employee must accrue at least one (1) hour per 43 hours worked, up to five (5) days per calendar year and be paid at the full District of Columbia's Minimum Wage. For all other employers, use the following chart:

If an employer has...	Employees accrue at least...	Not to Exceed...
100 or more employees	1 hour per 37 hours worked	7 days per calendar year
25 to 99 employees	1 hour per 43 hours worked	5 days per calendar year
Less than 25 employees	1 hour per 87 hours worked	3 days per calendar year

UNUSED LEAVE

Under this Act, an employee's accrued paid sick leave carries over from year to year. Employers do not have to pay employees for unused paid sick leave upon termination or resignation of employment.

EMPLOYEE PROTECTION

Under the Act, employees who assert their rights to receive paid sick leave or provide information or assistance to help enforce the Act are protected from retaliation.

ENFORCEMENT

The DC Department of Employment Services, Office of Wage Hour can investigate possible violations, access employer records, enforce the paid sick leave requirements, order reinstatement of employees who are terminated, as a result of asserting rights to paid sick leave, order payment of paid sick leave unlawfully withheld, and impose penalties. An employer who willfully violates the requirements of the Act shall be assessed a civil penalty in the amount of one thousand dollars (\$1,000) for the first offense, fifteen hundred dollars (\$1,500) for the second offense, and two thousand dollars (\$2,000) for the third and any subsequent offenses.

TO FILE A COMPLAINT OR FOR ADDITIONAL INFORMATION

To request full text of the Act, to obtain a copy of the rules associated with this Act, to receive the Act translated into other languages, or to file a complaint, visit www.does.dc.gov, call the Office of Wage Hour at (202) 671-1880, or visit at 4058 Minnesota Avenue, N.E., Suite 3600, Washington, D.C. 20019.

Complaints shall be filed within three (3) years after the event on which the complaint is based unless the employer has failed to post notice of the Act.

AVISO OFICIAL

(Publicar en un lugar en que pueda ser leído fácilmente por los empleados)

Ley de Licencia por Enfermedad y Seguridad Generada (ASSLA) de 2008 (Este afiche incluye disposiciones de la Ley Modificativa de Licencia por Enfermedad y Seguridad Generada de 2013, vigente desde el 22 de febrero 2014)

OBLIGA A LOS EMPLEADORES DEL DISTRITO DE COLUMBIA A OTORGAR LICENCIA PAGA A LOS EMPLEADOS EN CASO DE ENFERMEDAD O CONSULTAS MÉDICAS PROPIAS O DE SUS FAMILIARES Y DE AUSENCIAS RELACIONADAS CON VIOLENCIA DOMÉSTICA O ABUSO SEXUAL.

LOS EMPLEADORES QUE DEBEN CUMPLIR CON LA LEY

De conformidad con la Ley de Licencia por Enfermedad y Seguridad Generada de 2008 (Accrued Sick and Safe Leave Act of 2008), todos los empleadores del Distrito de Columbia deben otorgar licencia paga a todos sus empleados, incluyendo a los empleados de restaurantes y bares y a los empleados temporarios y de tiempo parcial.

FECHA DE INICIO DE LA GENERACIÓN

La licencia paga comienza a generarse al inicio del empleo, siempre que no deba comenzar a generarse antes del 13 de noviembre de 2008 y siempre que el empleador no deba permitir la generación de licencia paga para empleados de restaurante o bar con propina antes del 22 de febrero de 2014. La licencia paga se acumula en el periodo de pago establecido por un empleador.

FECHA DE INICIO DE LA LICENCIA ACUMULADA

Deberá permitirse utilizar la licencia paga al empleado a más tardar a los 90 días de su servicio con el empleador. Un empleado podrá utilizar la licencia con un aviso con poca anticipación si el motivo de la licencia es imprevisible.

NÚMERO DE HORAS ACUMULADAS

La acumulación de la licencia paga se determina de acuerdo al tipo de negocio, el número de empleados con que cuenta el empleador y el número de horas trabajadas por el empleado. Para empleados de restaurantes y bares con propina, independientemente del número de empleados con que cuente el empleador, cada empleado con propina deberá acumular al menos una (1) hora cada 43 horas trabajadas, con hasta cinco (5) días por año calendario se les deberá pagar el salario mínimo establecido por el Distrito de Columbia. Para el resto de los empleadores, se deberá utilizar la siguiente tabla:

Si un empleador cuenta con...	Los empleados acumulan al menos...	Sin exceder...
100 o más empleados	1 hora por cada 37 horas trabajadas	7 días por año calendario
25 a 99 empleados	1 hora por cada 43 horas trabajadas	5 días por año calendario
Menos de 25 empleados	1 hora por cada 87 horas trabajadas	3 días por año calendario

LICENCIA NO UTILIZADA

De acuerdo a esta Ley, la licencia con goce de pago devengada por un empleado se transfiere de un año al siguiente. Los empleadores no deberán pagar a los empleados por las licencias por enfermedad no utilizadas al momento de la terminación del empleo o renuncia al mismo.

PROTECCIÓN DEL EMPLEADO

De acuerdo a la Ley, los empleados que hagan valer sus derechos a recibir licencia por enfermedad paga o proporcionen información o asistencia para ayudar a hacer cumplir la Ley están protegidos contra represalias.

CUMPLIMIENTO DE DICHA LEY

El Departamento de Servicios de Empleo del Distrito de Columbia, Oficina de Sueldas y Salarios (DC Department of Employment Services, Office of Wage Hour) puede investigar posibles violaciones, acceder a los registros de los empleadores, hacer cumplir las obligaciones de licencia por enfermedad paga, ordenar el reintegro de empleados que hayan sido despedidos como resultado de la afirmación de los derechos de licencia por enfermedad paga, ordenar el pago de licencias por enfermedad paga negadas ilegalmente e imponer sanciones. Un empleador que intencionalmente viole los requisitos de la Ley será objeto de una multa civil por el importe de mil dólares (\$1,000) por la primera infracción, mil quinientos dólares (\$1,500) por la segunda infracción, y dos mil dólares (\$2,000) para la tercera infracción y subsiguientes.

PARA PRESENTAR UNA RECLAMACIÓN O POR INFORMACION ADICIONAL

Para solicitar el texto completo de la Ley, para obtener una copia de las reglamentaciones asociadas a esta Ley, para recibir la Ley traducida a otros idiomas, o para presentar una reclamación, visite www.does.dc.gov, llame a Oficina de Sueldas y Salarios (Office of Wage Hour) al (202) 671-1880, o concurra personalmente a 4058 Minnesota Avenue, NE, Suite 3600, Washington, DC 20019.

Las reclamaciones deberán ser presentadas dentro de los tres (3) años después del evento en el que se basa la reclamación a menos que el empleador haya omitido publicar el aviso de la Ley.



NOTICE TO EMPLOYEES

Information on Unemployment Compensation in the District of Columbia

Your employer is subject to the District of Columbia Unemployment Compensation Act which establishes a system of protecting insured workers from complete wage loss when they become unemployed through no fault of their own and are seeking new jobs. To help finance the unemployment insurance system, a tax is levied against employers-- not workers. No deductions are made from your pay for this purpose. This program is administered by the District of Columbia's Department of Employment Services.

If you should become unemployed or your hours are reduced, you may be entitled to receive unemployment compensation benefits. To apply for benefits, please call and make an appointment to visit one of the American Job Centers listed below.

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

You may also apply for benefits through the Internet at www.dcnetworks.org.

IMPORTANT: Employers must display this Notice To Employees prominently on the work premises. Additional copies may be furnished upon request by calling (202) 698-7550.





AVISO A LOS EMPLEADOS

Información sobre Compensación por Desempleo en el Distrito de Columbia

Su empleador está sujeto al Distrito de Columbia Ley de Compensación por Desempleo que establece un sistema de protección de los trabajadores asegurados por la pérdida salarial completa cuando se quedan sin trabajo por causas ajenas a su propia y están buscando un nuevo empleo. A ayudar a financiar el sistema de seguro de desempleo, el impuesto se aplica a los empleadores - no trabajadores. No se hacen deducciones de su salario para este fin. Este programa es administrado por el Distrito de Columbia Departamento de Servicios de Empleo.

Si usted se queda sin empleo o sus horas se reducen, usted puede tener derecho a recibir beneficios de compensación por desempleo. Para solicitar los beneficios, por favor llame hacer una cita para visitar uno de los Centros de Trabajo de América enumeran a continuación.

Centro de Trabajo de América – Oficina Central 4058 Minnesota Avenue, N.E. Washington, DC 20019 (202) 724-2337	Centro de Trabajo de América - Noreste CCDC - Bertie Backus Campus 5171 South Dakota Avenue, N.E., Washington, DC 20017 (202) 576-3092
Centro de Trabajo de América - Noroeste Frank D. Reeves Municipal Center 2000 14th Street, N.W., Washington, DC 20009 (202) 442-4577	Centro de Trabajo de América- Sudeste 3720 Martin Luther King, Jr. Avenue, S.E. Washington, DC 20032 (202) 741-7747
horario de trabajo: unes a jueves - 8:30 a.m. a 4:30 p.m. viernes - 9:30 a.m. a 4:30 p.m.	

Usted también puede solicitar beneficios por Internet en www.dcnetworks.org.

IMPORTANTE: Los empleadores deben exhibir este aviso a los empleados un lugar destacado en el trabajo instalaciones. Copias adicionales pueden suministrarse bajo pedido llamando al (202) 698-7550.

OFFICE OF WORKERS' COMPENSATION

4058 MINNESOTA AVENUE, N.E. • WASHINGTON, DC 20019 • (202) 671-1000 • (202) 671-1929 (Fax)

WARNING: It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and/or fines. In addition, an insurer may deny insurance benefits if false information materially related to a claim was provided by the applicant.

NOTICE OF COMPLIANCE

TO EMPLOYEES

1. You are required by law to report promptly to your employer and the Office of Workers' Compensation an occupational injury or disease, even if you deem it to be minor. Form No. 7 DCWC, Notice of Accidental Injury or Occupational Disease, to be obtained from the employer or the Office of Workers' Compensation, must be used for that purpose. After you have completed and signed the form, mail it to the Office of Workers' Compensation at the above address, and to your employer.
2. You are entitled, if required, to the services of a physician or hospital of your choice and lost wages. Call (202) 671-1000 or visit <http://does.dc.gov> for information.
3. You may not sue your employer as a result of a work-related injury or disease by reason of your exclusive remedy under the Workers' Compensation Law.
4. In order to preserve your right to benefits under the DC Workers' Compensation Law, you must file a written claim on Form No. 7A DCWC, Employee's Claim Application, within one (1) year after your injury, or within one (1) year after the last payment of benefits.
5. If you need information regarding your rights and obligations prescribed by law, you may call your employer first. If you require further information, you may call the Office of Workers' Compensation at (202) 671-1000 or visit <http://does.dc.gov>
6. The law gives you the right to legal representation if you so choose.

TO EMPLOYERS

1. You are required to have Workers' Compensation insurance coverage if you have one (1) or more employees.
2. You are required to display this poster at each worksite so that it will be of the greatest possible benefit to your employees.
3. You must file an Employer's First Report of Injury or Occupational Disease, Form No. 8 DCWC, with the Office of Workers' Compensation, send a copy to the nearest claim office of your insurer, for all occupational injuries or disease, as soon as possible, but no later than ten (10) working days after the date of knowledge thereof.
4. Your employee must file Form No. 7 DCWC, Employee's Notice of Accidental Injury or Occupational Disease. Please provide your employee with Form No. 7 DCWC and direct them to complete it and return it to you and the Office of Workers' Compensation. Once you have received notice from the employee, you are required to send the employee a notice of his/her rights and obligations by certified mail, return receipt requested.
5. You are required to report to the Office of Workers' Compensation, and your insurer, any disability of more than three (3) days which was not previously reported, as soon as possible, but no later than ten (10) working days after the date of knowledge thereof.
6. You are required to furnish, or cause to be furnished, reasonable medical and hospital services, other remedial care or vocational rehabilitation, and various types of disability compensation, to an injured or disabled employee.
7. You are required to obtain from the insurer identified below a supply of all required Workers' Compensation Forms, or you may download the forms and notice mentioned above at our website <http://does.dc.gov>.

NOTICE: Violation of the various provisions of the Workers' Compensation law provides for civil penalties.

The undersigned employer hereby gives notice of compliance with all provisions of the Workers' Compensation Law and Administrative Regulations.

NAME OF INSURANCE COMPANY THE TRAVELERS INSURANCE COMPANIES

Address: **ONE TOWER SQUARE HARTFORD CT 06183**

Phone: **(800) 238-6225** Policy Expiration Date: **10-01-25**

NAME OF EMPLOYER MANAGEMENT CONSULTING INC

Address: **1961 DIAMOND SPRINGS RD
VIRGINIA BEACH VA 23455-2319**

Phone: **(757) 457-9311**

Employer Representative:

Employer ID Number (if number is unknown, employer to request from IRS) **541244651**

Protecting Pregnant Workers Fairness Act Workplace Poster

Updated: May 14, 2024



Know Your Rights in the District of Columbia

Accommodations for Pregnancy, Childbirth and Chest/Breastfeeding

The Protecting Pregnant Workers Fairness Act (PPW) requires District of Columbia employers to provide reasonable workplace accommodations for employees whose ability to perform job duties is limited because of pregnancy, childbirth, chest/breastfeeding, or a related medical condition.

The employer must engage in good faith and in a timely and interactive process to determine the accommodations.

Types of Accommodations

Employers must make all reasonable accommodations,¹ including by not limited to:

- More frequent or longer breaks;
- Time off to recover from childbirth;
- Temporarily transferring the employee to a less strenuous or hazardous position;
- Purchasing or modifying work equipment, such as chairs;
- Temporarily restructuring the employee's position to provide light duty or a modified work schedule;
- Having the employee refrain from heavy lifting;
- Relocating the employee's work area; or
- Providing private (non-bathroom)

Prohibited Actions by Employers

Employers may not:

- Refuse an accommodation unless it would cause significant hardship or expense to the business;
- Take adverse action against an employee for requesting an accommodation;
- Deny employment opportunities to the employee because of the request or need for an accommodation;
- Require an employee to take leave if a reasonable accommodation can be provided; or
- Require employees to accept an accommodation unless it's necessary for the employee to perform her job duties.

Certification from Health Care Provider

The employer may require an employee to provide certification from a health care provider indicating a reasonable accommodation is advisable. The certification **must include:**

1. The date the accommodation became or will become medically advisable;
2. An explanation of the medical condition and need for a reasonable accommodation; and
3. The probable length of time the accommodation should be provided.

Filing a Complaint of a Violation

If you believe an employer has wrongfully denied you a reasonable accommodation or has discriminated against you because of your pregnancy, childbirth, need to chest/breastfeed or a related medical condition, you can file a complaint within one year with the DC Office of Human Rights (OHR). To file a complaint, visit: OHR will perform the initial mediation and investigation. If probable cause exists, administrative law judges at the Commission on Human Rights will make a final determination.

- **Online** at ohr.dc.gov; or
- **In-Person** at 441 4th Street NW, Suite 570N, Washington, DC 20001.

Questions about the OHR process can also be answered by phone at (202) 727-4559

¹ A “reasonable accommodation” is one that does not require significant difficulty in the operation of the employer’s business or significant expense for the employer, with consideration to factors such as the size of the business, its financial resources and the nature and structure of the business.

OHR WORKPLACE POSTERS:

The Right to Breastfeed



Under the District of Columbia Human Rights Act of 1977, as amended,

- A woman has a right to breastfeed her child in any location, public or private, where she has the right to be with her child, without respect to whether the mother's breast or any part of it is uncovered during or incidental to the breastfeeding of her child.
- An employer must provide reasonable daily unpaid break-time, as required by an employee so she may express breast milk for her child to maintain milk supply and comfort.
- The break-time for expression of milk, if possible, may run concurrently with any break-time, paid or unpaid, already provided to the employee.
- An employer is not required to provide break-time if it would create an undue hardship on the operations of the employer.
- An employer shall make reasonable efforts to provide a sanitary room or other location in close proximity to the work area, other than a bathroom or toilet stall, where an employee can express her breast milk in privacy and security.
- The employer must create a policy for breastfeeding mothers and must post and maintain a poster in a conspicuous place that sets forth these requirements.
- The employee must file within one (1) year of the occurrence or discovery of the violation of the Act. An employee of the District of Columbia government must file within 180 days of the occurrence or discovery of the violation.
- If the employee feels as if she is being discriminated against under the Act, she may contact:

THE DISTRICT OF COLUMBIA OFFICE OF HUMAN RIGHTS

441 4th Street, NW : Suite 570 North : Washington, DC 20001
[202] 727 / 4559 or ohr.dc.gov

Parental Leave Act Workplace Poster

Updated: May 17, 2024



Know Your Rights in the District of Columbia

Work Leave for Parenting Purpose

The District of Columbia Parental Leave Act allows employees who are parents or guardians to take 24 hours of leave (paid or unpaid) during a 12-month period to attend school-related activities. School events include but are not limited to: parent-teacher conferences, concerts, plays, rehearsals, sporting events, and other activities where the child is a participant or the subject of the event, not a spectator.

The employee must notify the employer 10 days before the requested leave unless the school-related activity was not reasonably foreseeable (*e.g.*, the child's teacher has requested an emergency parent-teacher conference). The leave can be unpaid or paid family, vacation, personal, compensatory or leave bank leave.

The employer may deny the leave if granting the leave would disrupt the employer's business and make the achievement of production or service unusually difficult.

Definition of Parent or Guardian

An employee is considered a parent or guardian for purposes of this Act if he, she or they is:

- biological mother or father of a child;
- person who has legal custody of a child;
- person who acts as a guardian of a child;
- aunt, uncle, or grandparent of a child; or is
- a person married or in a domestic partnership to a person listed above.

Employer Posting Requirements

The employer must post and maintain this notice in a conspicuous place. An employer that willfully fails to post this notice may be ordered to pay a fine of up to \$100 for each day the employer fails to post the notice.

This document is a factsheet and guidance provided by the D.C. Office of Human Rights (OHR) regarding legislative changes made to the D.C. Human Rights Act of 1977 (DCHRA) and the Office of Human Rights Establishment Act of 1999 (HREA). This document may be used for educational purposes only and not as legal advice to apply to a particular situation. Any person or entity in need of legal advice should consult an attorney.

Filing a Complaint of a Violation

If you believe an employer has wrongfully denied you parental leave under this statute, you can file a complaint within one year of the incident with the Office of Human Rights (OHR). To file a complaint, visit: Questions about the OHR process can also be answered by phone at (202) 727-4559

- **Online** at ohr.dc.gov; or
- **In-Person** at 441 4th Street NW, Suite 570N, Washington, DC 20001.

Questions about the OHR process can also be answered by phone at (202) 727-4559

NOTICE TO EMPLOYEES

Information on Paid Family Leave in the District of Columbia

Your employer is subject to the District of Columbia's Paid Family Leave law, which provides covered employees paid time off from work for qualifying parental, family, medical, and prenatal events. For more information about the Paid Family Leave program, please visit the Office of Paid Family Leave's website at dcpaidfamilyleave.dc.gov.

Covered Workers

To receive benefits under the Paid Family Leave program, you must work for a covered employer in DC. To find out if you are a covered worker, you can ask your employer or contact the Office of Paid Family Leave using the contact information below. Your employer is required to tell you if you are covered by the Paid Family Leave program. Additionally, your employer is required to provide you information about the Paid Family Leave program at these three (3) times:

1. At the time you were hired;
2. At least once a year; and
3. If you ask your employer for leave that could qualify for benefits under the Paid Family Leave program.

Covered Events

There are four (4) kinds of Paid Family Leave benefits:

1. Parental leave - receive benefits to bond with a new child for up to 12 weeks in a year;
2. Family leave - receive benefits to care for a family member for up to 12 weeks in a year;
3. Medical leave - receive benefits for your own serious health condition for up to 12 weeks in a year; and
4. Prenatal leave - receive benefits for prenatal medical care for up to 2 weeks in a year.

Maximum Leave Entitlement

Each kind of leave has its own eligibility rules and its own limit on the length of time you can receive benefits in a year. The maximum amount of leave for any combination of parental, family, and medical leave is 12 weeks. However, there is an exception for pregnant women who take prenatal leave. Pregnant women are eligible for 2 weeks of prenatal leave while pregnant and 12 weeks of parental leave after giving birth, for a maximum of 14 weeks.

Applying for Benefits

If you have experienced an event that may qualify for benefits, be sure to apply no more than 30 days after your event. You can learn more about applying for benefits with the Office of Paid Family Leave at dcpaidfamilyleave.dc.gov.

Benefit Amounts

Paid Family Leave benefits are based on the wages your employer paid to you and reported to the Department of Employment Services. If you believe your wages were reported incorrectly, you have the right to provide proof of your correct wages. The current maximum weekly benefit amount is \$1,118.

Employee Protection

The Office of Paid Family Leave does not administer any job protections for District workers who take leave from work. However, some job protections may be available under laws and regulations administered by the District's Office of Human Rights (OHR).

Under the Universal Paid Leave Act, the Office of Paid Family Leave is required to provide notice of the following:

1. That retaliation by a covered employer against a covered employee for requesting, applying for, or using paid-leave benefits is prohibited;
2. That an employee who works for a covered employer with under 20 employees shall not be entitled to job protection if he or she decides to take paid leave pursuant to this act; and
3. That employees have a right to file a complaint with OHR if they feel they have been retaliated against for requesting, applying for, or using paid leave.

For more information on OHR and job protections, please visit the following web address: ohr.dc.gov.

For more information about Paid Family Leave, please visit the Office of Paid Family Leave's website at dcpaidfamilyleave.dc.gov, call 202-899-3700, or email does.opfl@dc.gov.

NOTICE

DISTRICT OF COLUMBIA

DEPARTMENT OF EMPLOYMENT SERVICES

Labor Standards Bureau

Office of Wage-Hour

The Wage Theft Prevention Amendment Act of 2014

The Wage Theft Prevention Amendment Act of 2014 (WTPAA) has an effective date of February 26, 2015. The law includes provisions to enhance applicable remedies, fines, and administrative penalties when an employer fails to pay earned wages, to provide for suspension of business licenses of employers that are delinquent in paying wage judgments or agreements, to clarify administrative procedures and legal standards for adjudicating wage disputes, to require the employer to provide written notice to each employee of the terms of their employment, and to maintain appropriate employment records.

Requirements

Written Employment Notice:

As an employer of the District of Columbia, upon hire, you are required to provide a notice to employees of their employment. Also, within 90 days of the effective date of WTPAA, every employer shall furnish each employee with an updated written notice containing the information required. As proof of compliance, every employer shall retain copies of the written notice furnished to employees that are signed and dated by the employer and by the employee acknowledging receipt of the notice. *(There are additional requirements for temporary staffing firms.)*

This notice must include:

- 1) The name of the employer and any “doing business as” (DBA) names used by the employer
- 2) The physical address of the employer’s main office or principal place of business, and a mailing address if different
- 3) The telephone number of the employer
- 4) The employee’s rate of pay and the basis of that rate, including:
 - a. Rate by the hour, shift, day, or week (whichever is applicable)
 - b. Salary, Piece Rate, or commission (whichever is applicable)
 - c. Any allowances claimed as part of the minimum wage, including tip, meal, or lodging allowances
 - d. Overtime rate of pay or exemptions from overtime pay
 - e. Living wage or exemptions from the living wage
 - f. Any applicable prevailing wages
- 5) The employee’s regular payday designated by the employer

The Mayor shall make available for employers a sample template of the notice within 60 days of the effective date of the Wage Theft Prevention Amendment Act of 2014. (**Immediate Notice to new employees is required regardless of the template release date.**)

Wage Payment Liability:

- When the employer is a subcontractor and has failed to pay an employee any wages earned, the subcontractor and the general contractor shall be jointly and severally liable to the subcontractor's employees for violations of this Act, the Living Wage Act, and the Accrued Sick and Safe Leave Act.
- When a temporary staffing firm employs an employee who performs work on behalf of or to the benefit of another employer pursuant to a temporary staffing arrangement or contract for services, both the temporary staffing firm and the employer shall be jointly and severally liable for violations of this Act, the Living Wage Act, and the Accrued Sick and Safe Leave Act to the employee and to the District.
- Every employer shall pay wages earned to his employees on regular paydays designated in advance by the employer and at least twice during each calendar month.

Notice of Complaint

For any employer alleged to be in non-compliance with the Act, The Mayor shall deliver two (2) notices to the employer.

1. Notice of Complaint that specifies:
 - a. The alleged violation
 - b. Potential damages, penalties, and other cost
 - c. Rights and obligations of the parties
 - d. Process for contesting the complaint
2. Notice of Investigation that must be posted for all employees to see for a period of at least 30 days that specifies:
 - a. An investigation is being conducted
 - b. Information for employees on how they may participate

Rules against Retaliation

The WTPAA extends the protection and it also gives the Mayor power to enforce this law.

- Threats are now included as a form of retaliation.
- It is illegal for *any* person to retaliate.
- This law protects employees even if their employer incorrectly believes they made a complaint.

Procedural Options

- Wage-Hour Investigation
- Administrative Law Judge Hearing

- Civil Court Proceedings

Potential Penalties

Wage Payment Penalties, D.C. Official Code § 32-1307; D.C. Official Code § 32-1307(a) Section 7a – Wage Theft Prevention Fund

- Any employer who negligently fails to comply with the provisions of this Act or the Living Wage Act shall be guilty of a misdemeanor and, upon conviction, shall be fined:
 - For the first offense, an amount per affected employee of not more than \$2,500; for any subsequent offense, an amount per affected employee of not more than \$5,000.
- Any employer who willfully fails to comply with the provisions of this Act or the Living Wage Act shall be guilty of a misdemeanor and, upon conviction, shall be fined:
 - For the first offense, an amount not more than \$5,000 or imprisoned not more than 30 days, or both; for any subsequent offense, an amount not more than \$10,000, or imprisoned not more than 90 days, or both.

In addition to and apart from any other penalties or remedies provided for in this Act or the Living Wage Act, the Mayor shall assess and collect administrative penalties as follows:

- For the first offense, \$50 for each employee or person whose rights under this Act or the Living Wage Act are violated for each day the violation occurred or continued.
- For any subsequent offense, \$100 for each employee or person whose rights under this Act or the Living Wage Act are violated for each day the violation occurred or continued.

The Mayor shall collect administrative penalties in the amounts set forth below for the following violations:

- Five hundred dollars for failure to provide notice of investigation to employees
- Five hundred dollars for failure to post notice of violations to the public

Accrued Sick and Safe Leave Act or the Minimum Wage Revision Act.

- No administrative penalty may be collected unless the Mayor has provided any person alleged to have violated any of the provisions of this section notification of the violation, notification of the amount of the administrative penalty to be imposed, and an opportunity to request a formal hearing held pursuant to the District of Columbia Administrative Procedure Act, approved October 21, 1968 (82 Stat 1203, D.C. Official Code § 2-501 et seq).
- The Mayor shall issue a final order following the hearing, containing a finding that a violation has or has not occurred. If a hearing is not requested, the person to whom notification of violation was provided shall transmit to the Mayor the amount of the penalty within 15 days following notification.

There is established as a special fund the Wage Theft Prevention Fund (“Fund”), which shall be administered by the Department of Employment Services. The Fund shall be used to enforce the provisions of this Act, the Minimum Wage Revision Act, the Accrued Sick and Safe Leave Act, and the Living Wage Act. The money deposited into the Fund, and interest earned, shall not revert to the

unrestricted fund balance of the General Fund of the District of Columbia at the end of a fiscal year, or at any other time.

Minimum Wage Penalties D.C. Official Code § 32-1011

- Any person who willfully or negligently violates any of the provisions of §32-1010 shall, upon conviction, be subject to a fine of not more than \$10,000, or to imprisonment of not more than six (6) months, or both.
- No person shall be imprisoned under this section except for an offense committed willfully after the conviction of that person for a prior offense under this section.
- Prosecutions for violations of this subchapter shall be in the Superior Court of the District of Columbia and shall be conducted by the Attorney General of the District of Columbia.
- In addition to and apart from the penalties or remedies provided for in this section, the Mayor shall assess and collect administrative penalties as follows:
 1. For the first violation, \$50 for each employee or person whose rights under this Act are violated for each day that the violation occurred or continued;
 2. For any subsequent violations, \$100 for each employee or person whose rights under this Act are violated for each day that the violation occurred or continued;
 3. \$500 for each failure to maintain payroll records or to retain payroll records for three (3) years or whatever the prevailing federal standard is, whichever is greater for each violation;
 4. \$500 for each failure to allow the Mayor to inspect payroll records or perform any other investigation;
 5. \$500 for each failure to provide each employee an itemized wage statement or the written notice as required by section 9(b) and (c); and
 6. \$100 for each day that the employer fails to post notice as required under section 10(a).

ASSLA Penalties D.C. Official Code § 32-131.12

An employer who willfully violates the requirements of this Act shall be subject to a civil penalty for each affected employee of \$1,000 for the 1st offense, \$1,500 for the 2nd offense, and \$2,000 for the 3rd and each subsequent offense. If the Mayor determines that an employer has violated any provision of this Act, the Mayor shall order the employer to provide affirmative remedies including: compensatory damages, punitive damages, and additional damages as provided in the law. The administrative fines and penalties collected under this section shall be deposited in the Wage Theft Prevention Fund.

For the complete text of the Wage Theft Prevention Amendment Act of 2014, go to <http://lims.dccouncil.us/Download/31203/B20-0671-SignedAct.pdf>.

ENROLLED ORIGINAL

AN ACT

D.C. ACT 23-301

IN THE COUNCIL OF THE DISTRICT OF COLUMBIA

APRIL 27, 2020

To amend the District of Columbia Election Code of 1955 to require employers to, upon the request of an employee, provide the employee at least 2 hours of paid leave to vote in person in any election held under the District of Columbia Election Code of 1955, or, if the employee is not eligible to vote in the District, in any election run by the jurisdiction in which the employee is eligible to vote, to prohibit an employer from deducting salary, wages, or accrued leave for leave taken to vote, to make it unlawful for an employer to interfere with, restrain, or deny any attempt to take leave to vote, to prohibit an employer from retaliating against an employee for taking leave to vote, to require an employer to post and maintain a notice that includes an easily understood description of the provisions of this act, to require an educational institution to, upon the request of a student, provide the student with an excused absence of at least 2 hours to vote in person in any election held under the District of Columbia Election Code of 1955, or, if the student is not eligible to vote in the District, in any election run by the jurisdiction in which the student is eligible to vote, to require District of Columbia the Board of Elections to publicize the provisions of this act, and to require the District of Columbia Board of Elections to issue rules to implement the provisions of this act.

BE IT ENACTED BY THE COUNCIL OF THE DISTRICT OF COLUMBIA, That this act may be cited as the “Leave to Vote Amendment Act of 2020”.

Sec. 2. The District of Columbia Election Code of 1955, approved August 12, 1955 (69 Stat. 699; D.C. Official Code § 1-1001.01 *et seq.*), is amended by adding a new section 7a to read as follows:

“Sec. 7a. Leave to vote.

“(a) For the purposes of this section, the term:

“(1) “Educational institution” means any school in the District of Columbia Public Schools system, a public charter school, an independent school, a private school, a parochial school, or a private instructor in the District.

“(2) “Employee” means any individual employed by an employer who is eligible to vote.

ENROLLED ORIGINAL

“(3) “Employer” means any person who, for compensation, employs an individual.

“(4) “Student” means any person who is enrolled in an educational institution who is eligible to vote.

“(b)(1) Upon the request of an employee, an employer shall provide the employee at least 2 hours of paid leave to vote in person in any election held under this act, or, if the employee is not eligible to vote in the District, in any election run by the jurisdiction in which the employee is eligible to vote; provided, that the employee would have been scheduled to work during the time for which the leave is requested.

“(2) An employer may:

“(A) Require the employee to request the leave a reasonable time in advance; and

“(B) Specify the hours during which the employee may take the leave, including by requiring that the employee take the leave:

“(i) During a period designated for early voting instead of on the day of the election; or

“(ii) At the beginning or end of their working hours.

“(3) An employer shall not deduct from an employee’s salary, wages, or accrued leave for leave taken under this section.

“(4) It shall be unlawful for an employer to:

“(A) Interfere with, restrain, or deny any attempt to take leave pursuant to this subsection; or

“(B) Retaliate against an employee in any manner for taking leave pursuant to this subsection.

“(5) An employer shall post and maintain a notice, developed by the Board in consultation with the Office of Human Rights’ Language Access Program, in a conspicuous place, that includes an easily understood description of the provisions of this subsection.

“(c) Upon the request of a student, an educational institution shall provide the student an excused absence of at least 2 hours to vote in person in any election held under this act, or, if the student is not eligible to vote in the District, in any election run by the jurisdiction in which the student is eligible to vote; provided, that the student’s educational institution may specify the hours during which the student may take the leave, including by requiring that the student take the leave during any period designated for early voting instead of on the day of the election.

“(d) Before each election held under this act, the Board shall publicize the provisions of this section.

“(e) The Board, pursuant to Title I of the District of Columbia Administrative Procedure Act, approved October 21, 1968 (82 Stat. 1204; D.C. Official Code § 2-501 *et seq.*), shall issue rules to implement the provisions of this section.”.

Sec. 3. Applicability.

ENROLLED ORIGINAL

(a) This act shall apply upon the date of inclusion of its fiscal effect in an approved budget and financial plan.

(b) The Chief Financial Officer shall certify the date of the inclusion of the fiscal effect in an approved budget and financial plan, and provide notice to the Budget Director of the Council of the certification.

(c)(1) The Budget Director shall cause the notice of the certification to be published in the District of Columbia Register.

(2) The date of publication of the notice of the certification shall not affect the applicability of this act.

Sec. 4. Fiscal impact statement.

The Council adopts the fiscal impact statement in the committee report as the fiscal impact statement required by section 4a of the General Legislative Procedures Act of 1975, approved October 16, 2006 (120 Stat. 2038; D.C. Official Code § 1-301.47a).

Sec. 5. Effective date.

This act shall take effect following approval by the Mayor (or in the event of veto by the Mayor, action by the Council to override the veto), a 30-day period of congressional review as provided in section 602(c)(1) of the District of Columbia Home Rule Act, approved December 24, 1973 (87 Stat. 813; D.C. Official Code § 1-206.02(c)(1)), and publication in the District of Columbia Register.



Chairman

Council of the District of Columbia



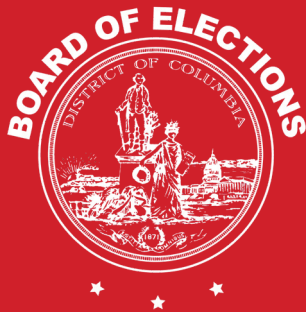
Mayor

District of Columbia

APPROVED

April 27, 2020

Time Off to Vote in the 2024 General Election



TIME OFF TO VOTE



READY SET VOTE!

EMPLOYEES

District of Columbia law requires employers to post this notice, which advises employees of provisions for taking paid administrative leave to vote in elections held in the District of Columbia and in other places where their employees are eligible to vote.

This notice must be posted conspicuously at all sites where employees report to work or by otherwise providing this notice to employees.

DATES AND TIMES OF VOTING

EARLY VOTING: Monday, October 28, 2024 through Sunday, November 3, 2024
Early Vote Centers are open from 8:30 A.M. to 7:00 P.M.

ELECTION DAY: Tuesday, November 5, 2024
Election Day Vote Centers are open from 7:00 A.M. to 8:00 P.M.

YOUR RIGHTS:

District of Columbia law (D.C. Official Code § 1-1001.07a) allows you, upon your request to your employer, to take at least two hours from your scheduled working shift to vote:

- in an election held in the District if you are eligible to vote in the District; or
- in an election held in the jurisdiction in which you are eligible to vote

YOUR EMPLOYER MAY:

- require you to submit your request for paid leave to vote a reasonable time in advance of the date you wish to vote; and
- specify the hours during which you may take paid leave to vote, including requiring you to:
 - vote during the early voting period for the election; or
 - vote at the beginning or end of your working shift, whether during early voting or Election Day

YOUR EMPLOYER MAY NOT:

- interfere with, restrain, or deny any attempt you make to take paid leave to vote under the applicable law; or
- retaliate against you for taking paid leave to vote under the applicable law

**For more information, call the
DC Board of Elections at (202) 727-2194.**