

**UNEMPLOYMENT INSURANCE** 



### **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 rour employer is subject to the listrict of columbia of memployment Compensation Act whice 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 a ntment to visit one of the American Job Centers listed below

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

Friday 9:30 a.m. - 4:30 p.m.

IMPORTANT: Employers must display this Notice To Employees promine

Rev. 02.01.2015





# 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.

**OHR WORKPLACE** 

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

**RIGHT TO BREASTFEED** 

The Right to Breastfeed

Office of Human Rights

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 st 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,

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

## **WORKERS' COMPENSATION**

Department of Employment Services LABOR STANDARDS BUREAU

## 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 son. Penalties include imprisonment and/or f ited to a claim was provided by the applicant

### NOTICE OF COMPLIANCE

YOU zer Sequired 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. You are entitled, if required, to the services of a physician or hospital of your choice and lost wages. Call (202) 671-000 or visit http://does.de.gov for information.

nation. Joyer as a result of a work-related injury or disease by reason of your exclusive remedy under the

Life 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) 67-1000 or visit http://doe.udc.gov

The law gives you the right to logal representation if you so choose.

### TO EMPLOYERS

EMPLOYERS

1. You are required to have Workers' Compensation insurance coverage if you have one (t) 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 (0) working days after the date of knowledge thereof.

You are required to furnish, or cause to be furnished, reasonable medical and hospital services, other remedial care or

NAME OF INSURANCE COMPANY Fmnlover ID Number (if number unknown, employer to request from IRS)

> THIS NOTICE IS TO BE POSTED CONSPICUOUSLY IN AND ABOUT THE EMPLOYER'S PLACE(S) OF BUSINESS



MINIMUM WAGE RATES

EMPLOYEES WHO DO NOT RECEIVE TIPS	EMPLOYEES WHO RECEIVE TIPS
\$15.00 per hour beginning July 1, 2020	\$5.00 per hour beginning July 1, 2020
\$15.20 per hour beginning July 1, 2021	\$5.05 per hour beginning July 1, 2021
\$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
ninimum wage increases each year in proportion to the Consumer Price Index fo	or both employees who do not receive tips and for employees who do rece

MINIMUM WAGE RATES

- 5. Students employed by institutions of higher education may be paid the minimum wage established by the United States government.
  6. The Wage Theft Prevention Amendment Act of 2014, effective February 26, 2015, ended the exception for adult learners. Newly hired persons 18 years of age or older must be paid the established District of Columbia minimum wage immediately upon hire.
- 7. 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

OVERTIME EXCEPTIONS

The overtime provision does not apply to persons employed:

1. In a bona fide executive, administrative, professional, computer, or outside sales capacity.

- 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.

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

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 56.00 per week) for washable uniforms. When the employer purchases and the employee maintains washable uniforms, the additional payment required is 10 cents per hour. When the employer purchases, the additional payment required is 8 cents per hour. When the employee purchases, the additional payment required is 8 cents per hour. When the employer purchases, the additional payment required is 8 cents per hour. When the propriet purchases were proposed to the propriet purchases and the propriet purchases.

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

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

r 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

ust 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, this stoay the difference. (See the minimum wage rates on page one).

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IN THE WAGE ACTION OF THE PORTAL FOR SOLLINE AND ASSOCIATED WAS SOLD OF THE PORTAL FOR SOL 2. Employers shall submit quarterly wage reports online unless online reporting creates a hardship, in which case the employer shall submit reports in hard-copy form

3. The Mayor provides training to educate employers about the reporting requirements and use of the Internet-based portal

ADDITIONAL LAWS ADMINISTERED BY THE OFFICE OF WAGE-HOLD

DEPARTMENT OF EMPLOYMENT SERVICES
OFFICE OF WAGE-HOUR
4058 Minnesota Avenue, NE
Washington, D.C. 20019
(202) 671-1880 | does.dc.gov





# DC Family and Medical Leave Act

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.

Medical Leave
Eligible circumstances for medical leave under DCFMLA includes recovering from a serious illness

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 processed the months in the seven years immediately preceding the start of the family or medical leave, and worked at

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.

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.

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.

## NOTICE

# DISTRICT OF COLUMBIA DEPARTMENT OF EMPLOYMENT SERVICES

**WAGE THEFT PREVENTION** 

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.

## Written Employment Notice:

WTHER EMBIOYMENT 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:

template release date.)

- 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
- 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) Salary, Piece Rate, or commission (whichever is applicable)
  - Any allowances claimed as part of the minimum wage, including tip meal, or lodging allowances Overtime rate of pay or exemptions from overtime pay
- Living wage or exemptions from the living wage 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

- 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
- 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

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:
  - The alleged violation Potential damages, po nages, penalties, and other cost
  - Rights and obligation d. Process for contesting the complaint
- 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 Threats are now included as a form of retaliation.

  - This law portion to retaliate.

    This law protects employees even if their employer incorrectly believes they made a complaint.
- 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

Parental Leave Act Workplace Poster



# Work Leave for Parenting Purpose

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 ar 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;

Employer Posting Requirements

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

GOVERNMENT OF THE DISTRICT OF COLUMBIA DISTRICT OF COLUMBIA DISTRICT BOWSER, MAYOR

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

**MINIMUM WAGE** 

DISTRICT OF COLUMBIA MINIMUM WAGE POSTER

INIMUM WAGE KALES

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

1. Handicapped workers may be paid less only when the employer has received an authorizing certificate from the U.S. Departmen

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.

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

As a seaman, railroad worker, or newspaper carrier.
 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.
 As a salesperson, parts salespectson, 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.

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

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.

## ake 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 show provided with each paycheck. RECORDS

INTERNET, RASED TIP PORTAL FOR SLIRMITTING OLIARTERLY WAGE REPORTS ONLINE

FOR A COMPLETE TEXT OF EACH LAW OR TO FILE A COMPLAINT CONTACT

(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.

**ACCRUED SICK AND SAFE LEAVE** 

OFFICIAL NOTICE

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 mployee, including employees of restaurants, bars, temporary, staffing firms and part-time employee 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.

NUMBER OF HOURS ACCRUED ined 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:

Employees accrue at least...

1 hour per 37 hours worked

1 hour per 43 hours worked

d to use paid leave no later than after 90 days of service with the employer. An employee may use leave

Not to Exceed...

7 days per calendar year

5 days per calendar year

3 days per calendar year

25 to 99 employees 1 hour per 43 hours worked

Less than 25 employees 1 hour per 87 hours worked UNUSED LEAVE an employee's accrued paid sick leave carries over from year to year. Employers do not have to pay employees for

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. CEMENT

Department of Employment Services, Office of Wage Hour can investigate possible violations, access employer enforce the paid sick leave requirements, order reinstatement of employees who are terminated, as a result of asserting paid sick leave, order payment of paid sick leave unlawfully withheld, and impose penalties. An employer wo willfully 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

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

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.

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

If an employer has...

100 or more employees

nused paid sick leave upon termination or resignation of employment

o For the first offense, an amount per affected employee of not more than

For the first offense, an amount not more than \$5,000 or imprisoned not

\$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

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:

o 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 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

g violations: Five hundred dollars for failure to provide notice of investigation to employees

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 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

num 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

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: 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 For any subsequent violations, \$100 for each employee or person whose rights under this Act are violated for each day that the violation occurred

3. \$500 for each failure to maintain payroll records or to retain payroll

records for three (3) years or whatever the prevailing federal stand 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 ASSLA Penalties D.C. Official Code § 32-131.12 As DLA Fenatures D.C. Unicial 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.

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,

# FAMILY AND MEDICAL LEAVE/PARENTAL LEAVE

Updated: May 17, 2024

The District of Columbia Parental Leave Act allows employees who are parents or guardians to

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.

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.

 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