

Minimum Wage

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

State law requires all employers to post this notice at the workplace in a location where it can easily be read.
M.G.L. Chapter 151, Section 16; 454 C.M.R. 27.07(1)

Effective Date	Minimum Wage	Service Rates
January 1, 2017	\$11.00	\$3.75
January 1, 2019	\$12.00	\$4.35
January 1, 2020	\$12.75	\$4.95
January 1, 2021	\$13.50	\$5.55
January 1, 2022	\$14.25	\$6.15
January 1, 2023	\$15.00	\$6.75

Tips M.G.L. Chapter 149, Section 152A; M.G.L. Chapter 151, Section 7
The hourly "service rate" applies to workers who provide services to customers and who make more than \$20 a month in tips.
The average hourly tips, plus the hourly service rate paid to the worker must add up to the minimum wage per each shift.
Employers, owners and employees with managerial or supervisory responsibilities on a given day must never take any of their tips.
Tips and service charges listed on a bill must be given only to wait staff, service bartenders, or other service employees.
Tip pooling is allowed only for wait staff, service bartenders, and other service employees.

Overtime M.G.L. Chapter 151, Sections 1A and 1B
Generally, employees who work more than 40 hours in any week must be paid overtime. Overtime pay is at least 1.5 x the regular rate of pay for each hour worked over 40 hours in a week.
For some employees who get paid the "service rate," the overtime rate is 1.5 x the basic minimum wage, not the service rate.
Exception: Under state law, some jobs and workplaces are exempt from overtime. For a complete list of overtime exemptions, visit www.mass.gov/ago/fairlabor or call the Attorney General's Fair Labor Division at (617) 727-3465.

Payment of Wages M.G.L. Chapter 149, Section 14B; 454 C.M.R. 27.02
The law says when, what, and how employees must be paid. An employer's pay (or wages) includes payment for all hours worked, including tips, earned vacation pay, promised holiday pay, and earned commissions that are definitely determined, due and payable.
Hourly employees must be paid every week or every other week (bi-weekly). The deadline to pay is 6 or 7 days after the pay period ends, depending on how many days an employee worked during one calendar week.
Employees who *quit* must be paid in full on the next regular payday or by the first Saturday after they quit (if there is no regular payday). Employees who are *fired or laid off* must be paid in full on their last day of work.

Paystub Information M.G.L. Chapter 149, Section 14B
All employees must get a statement, at no cost, with their pay that says the name of the employer and employee, the date of payment (month, day, and year), the number of hours worked during the pay period, the hourly rate, and all deductions or increases made during the pay period.

Pay Deductions M.G.L. Chapter 149, Section 14B; 454 C.M.R. 27.05
An employer cannot deduct money from an employee's pay unless the law allows it (such as state and federal income taxes), or the employee asked for a deduction to be made for the employee's own benefit (such as to put money aside in the employee's savings account).
An employer cannot take money from an employee's pay for the employer's ordinary business costs (for example: supplies, materials or tools needed for the employee's job). An employer who requires an employee to buy or rent a uniform must refund the actual costs to the employee.
The law also puts limits on when and how much money an employer can take from an employee's pay for housing and meals the employer gives to the employee.

Hours Worked 454 C.M.R. 27.02
Hours worked or "working time" includes all time that an employee must be on duty at the employer's worksite or other location, and works before or after the normal shift to complete the work.

Meal Breaks M.G.L. Chapter 149, Sections 100 and 101
Most employees who work more than 6 hours must get a 30-minute meal break. During their meal break, employees must be free of all duties and free to leave the workplace. If, at the request of the employer, an employee agrees to work or stay at the workplace during the meal break, the employer must get paid for that time.

Payroll Records M.G.L. Chapter 151, Section 15
Payroll records must include the employee's name, address, job/occupation, amount paid each pay period, and hours worked (each day and each week).
Employers must keep payroll records for 3 years. Employees have the right to see their own payroll records at reasonable times and places.

Sick Leave M.G.L. Chapter 149, Section 14B
Most employees have the right to earn 1 hour of sick leave for every 30 hours they work, and they may earn and take up to 40 hours of sick leave a year. Employees begin accruing sick time on their first day of work. Employees must have access to their sick leave 90 days after starting work.
Eligible employees may use their sick leave if they or their child, spouse, parent, or spouse's parent is sick, injured, or has a routine medical appointment. They may also use sick leave for themselves or their child to address the effects of domestic violence.
Unless it is an emergency, employees must notify the employer before using sick leave.
Employees who miss more than 3 days in a row may need to provide their employer a doctor's note.

Paid Sick Leave
Employees with 11 or more employees must provide paid sick leave. Employees with fewer than 11 employees must provide sick leave; however, it does not need to be paid.

Employers Must Not Discriminate M.G.L. Chapter 149, Section 105A; M.G.L. Chapter 151B, Section 4
Subject to certain limited exceptions, employers must not pay one employee less for doing the same or comparable work as another employee of a different gender.
They must not discriminate in hiring, pay or other compensation, or other terms of employment based on a person's:
• Race or color
• Religion, national origin, or ancestry
• Sex (including pregnancy)
• Military service
• Sexual orientation or gender identity or expression
• Genetic information or disability
• Age

Small Necessities Leave M.G.L. Chapter 149, Section 52D
In some cases, employees have the right to take up to 24 hours unpaid leave every 12 months for their:
• child's school activities,
• child's doctor or dentist appointment, or
• elderly relative's doctor or dentist appointments, or other appointments.

Wage and Hour Laws
Office of Massachusetts Attorney General Maura Healy

OFFICE OF THE ATTORNEY GENERAL
COMMONWEALTH OF MASSACHUSETTS
www.mass.gov/ago/fairlabor

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

Rights of Temporary Workers M.G.L. Chapter 149, Section 159C
To learn about rights of temporary workers and employees hired through staffing agencies, call: 617-626-6970 or go to: www.mass.gov/dols.

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

Public Works and Public Construction Workers M.G.L. Chapter 149, Section 26-27H
Workers who work on public construction projects and certain other public work must be paid the prevailing wage, a minimum rate set by the Department of Labor Standards based on the type of work performed.

Domestic Violence Leave M.G.L. Chapter 149, Section 52E
Employees who are victims, or whose family members are victims, of domestic violence, sexual assault, stalking or kidnapping have the right to 15 days of leave for related needs, such as health care, counseling, and victims services; safe housing; care and custody of their children; and legal help, protective orders, and going to court.
The leave can be paid or unpaid depending on the employer's policy. This law applies to employers with 50 or more employees.

Employees Have the Right to Sue M.G.L. Chapter 149, Section 150; M.G.L. Chapter 151, Sections 1B and 20
Employees have the right to sue their employer for most violations of wage and hour laws. Employees may sue as an individual or they may sue their employer as a group if they have similar complaints. Employees who win their case will receive back pay, triple damages, attorneys' fees, and court costs.
Important: There are strict deadlines for starting a lawsuit. For most cases, the deadline is 3 years after the violation.

Employers Must Not Retaliate M.G.L. Chapter 149, Section 148A; M.G.L. Chapter 151, Section 19
It is against the law for an employer to punish or discriminate against an employee for making a complaint or trying to enforce the rights explained in this poster.
The laws explained in this poster apply to all workers, regardless of immigration status, including undocumented workers. If an employer reports or threatens to report a worker to immigration authorities because the worker complained about a violation of rights, the employer can be prosecuted and/or subject to civil penalties.

Employees Under 18 - Child Labor M.G.L. Chapter 149, Sections 56 - 105
All employers in Massachusetts must follow state and federal laws for employees who are under 18 (minors). These laws say when, where, and how long minors may work. They also say what kinds of work or tasks minors must NOT do.
Work Permits Required - Most workers under 18 must obtain a work permit. Employers must keep their minor workers' work permits on file at the worksite. To get a work permit, the minor must apply to the superintendent of the school district where the minor lives or goes to school. To learn more about getting a work permit, contact the Department of Labor Standards at (617) 626-6975, or www.mass.gov/dols.

Dangerous Jobs & Tasks Minors Must Not Do

Age	Must Not	At any time:
16 & 17	<ul style="list-style-type: none"> Drive most motor vehicles or forklifts Work at a job that requires that the employee have or use a firearm Use, clean or repair certain kinds of power-driven machines Handle, serve, or sell alcoholic beverages Work 30 or more feet off of the ground. 	<ul style="list-style-type: none"> More than 9 hours per day More than 48 hours per week customers at 10 p.m.) More than 6 days per week
14 & 15	<ul style="list-style-type: none"> Cook (except on electric or gas grills that do not have open flames), operate frylators, rotisseries, NEICO broilers, or pressure cookers Operate, clean or repair power-driven food slicers, grinders, choppers, processors, cutters, and mixers Work in freezers or meat coolers Perform any baking activities Work in or near factories, construction sites, manufacturing plants, mechanized workplaces, garages, tunnels, or other risky workplaces 	<ul style="list-style-type: none"> More than 8 hours on any day More than 48 hours per week More than 6 days per week
Under 14	<ul style="list-style-type: none"> Minors under 14 cannot work in Massachusetts in most cases. 	

These are just some examples of tasks prohibited under both state and federal law. For a complete list of prohibited jobs for minors, contact the Attorney General's Fair Labor Division: (617) 727-3465 • www.mass.gov/ago/youthemployment. Or contact the U.S. Department of Labor: (617) 624-6700 • www.youth.dol.gov

Time & Schedule Restrictions for Minors

Age	Must not work	At any time:
16 & 17	<ul style="list-style-type: none"> At night, from 10 p.m. to 6 a.m. (or past 10:15 if the employer stops serving customers at 10 p.m.) 	<ul style="list-style-type: none"> More than 9 hours per day More than 48 hours per week More than 6 days per week
14 & 15	<ul style="list-style-type: none"> At night, from 7 p.m. to 7 a.m. <i>Exception:</i> In summer (July 1 – Labor Day), may work until 9 p.m. 	<ul style="list-style-type: none"> More than 8 hours on any day More than 48 hours per week More than 6 days per week

During the School Year:

- During school hours
- More than **3 hours** on any school day
- More than **18 hours** during any week
- More than **8 hours** on any weekend or holiday

Exception: For school-approved career or experience-building jobs, students may be allowed to work during the school day, up to 23 hours a week.
Adult Supervision Required After 8 p.m. - After 8 p.m., all minors must be directly supervised by an adult who is located in the workplace and is reasonably accessible. Exception: Adult supervision is not required for minors working at a kiosk or stand in a common area of an enclosed shopping mall that has security from 8 p.m. until the mall closes.

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Discrimination

Fair Employment in Massachusetts

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

RACE, COLOR, RELIGION, DISABILITY, NATIONAL ORIGIN, AGE, SEX, PREGNANCY AND PREGNANCY-RELATED CONDITIONS, GENDER IDENTITY, SEXUAL ORIENTATION, GENETIC INFORMATION, ANCESTRY, MILITARY SERVICE
M.G.L. c. 151B protects applicants and employees from discrimination in hiring, promotion, discharge, compensation, benefits, training, classification and other aspects of employment. Disability discrimination may include failing to reasonably accommodate an otherwise qualified person with a disability.

RETALIATION
It is illegal to retaliate against any person because s/he has opposed any discriminatory practices or because s/he has filed a complaint, testified, or assisted in any proceeding before the Commission. It is also illegal to aid, abet, incite, compel or coerce any act forbidden under M.G.L. c. 151B, or attempt to do so.

DOMESTIC WORKERS
M.G.L. c. 151B prohibits discrimination and harassment against certain domestic workers where the employer has one (1) or more employee.* While some exclusions apply, domestic workers generally include individuals paid to perform work of a domestic nature within a household on a regular basis, such as housekeeping, housecleaning, nanny services, and/or caretaking. Employees are prohibited from engaging in sexual harassment and harassment and/or discrimination based on the protected classes described above, i.e. race, color, etc. Domestic workers are also entitled to parental leave.

CRIMINAL HISTORY INQUIRIES
The law prohibits employers from asking applicants on an initial employment application for any criminal background information unless an exemption by statute or regulation exists.

MENTAL HEALTH FACILITY ADMISSION INQUIRIES
Employers may not refuse to hire or terminate an employee for failing to furnish information regarding his/her admission to a facility for the care and treatment of mentally ill persons. An employment application may not seek information about an applicant's admission to such a facility.

IF YOU HAVE BEEN DISCRIMINATED AGAINST
If you feel you have been harassed or discriminated against, you should immediately file a charge of discrimination with the **Massachusetts Commission Against Discrimination**, www.mcad.gov, at one of the offices below. **An agreement with your employer to arbitrate your discrimination claim(s) does not bar you from filing a charge of discrimination.**

BOSTON OFFICE: 1 ASHBURTON PL., SUITE 601, BOSTON, MA 02108 - P: 617-994-6000 F: 617-994-6024
NEW BEDFORD OFFICE: 800 PURCHASE ST., ROOM 501, NEW BEDFORD, MA 02740 - P: 508-990-2390 F: 508-990-4260
SPRINGFIELD OFFICE: 436 DWIGHT ST., ROOM 220, SPRINGFIELD, MA 01103 - P: 413-739-2145 F: 413-784-1056
WORCESTER OFFICE: 484 MAIN STREET, ROOM 320, WORCESTER, MA 01608 - P: 508-453-9630 F: 508-755-3861

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

REV. 11/2021

NOTICE: Under the Massachusetts Pregnant Workers Fairness Act, employers must distribute a written notice of the right to be free from discrimination due to pregnancy or a condition related to pregnancy. The notice shall be provided to employees in a handbook, pamphlet, or by other means. Posting does not fulfill the notice requirement. For more information, contact the Massachusetts Commission Against Discrimination.

THIS NOTICE IS FOR INFORMATIONAL PURPOSES ONLY.

Sexual Harassment

Sexual Harassment at work does not have to be tolerated. It's Illegal.

If you are being sexually harassed, report it immediately to your supervisor or contact:

SEXUAL HARASSMENT OFFICER

You can file a complaint with the Massachusetts Commission Against Discrimination (MCAD). Visit or contact MCAD at one of the following locations:

ONE ASHBURTON PLACE ROOM 601 BOSTON, MA 02108 617/994-6000 617/994-6196 TTY	436 DWIGHT STREET ROOM 220 SPRINGFIELD, MA 01103 413/739-2145
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MASSACHUSETTS COMMISSION AGAINST DISCRIMINATION

Earned Sick Time

Earned Sick Time

Notice of Employee Rights

Beginning July 1, 2015, Massachusetts employees have the right to earn and take sick leave from work.

WHO QUALIFIES?
All employees in Massachusetts can earn sick time.
This includes full-time, part-time, temporary, and seasonal employees.

HOW IS IT EARNED?

- Employees earn 1 hour of sick time for every 30 hours they work.
- Employees can earn and use up to **40 hours per year** if they work enough hours.
- Employees with unused earned sick time at the end of the year can **rollover up to 40 hours**.
- Employees **begin earning sick time** on their first day of work and **may begin using earned sick time** 90 days after starting work.

WILL IT BE PAID?

- If an employer has 11 or more employees, sick time must be paid.
- For employers with 10 or fewer employees, sick time may be unpaid.
- Paid sick time must be paid on the same schedule and at the same rate as regular wages.

WHEN CAN IT BE USED?

- An employee can use sick time when the employee or the employee's child, spouse, parent, or parent of a spouse is sick, has a medical appointment, or has to address the effects of domestic violence.
- The smallest amount of sick time an employee can take is one hour.
- Sick time cannot be used as an excuse to be late for work without advance notice of a proper use.
- Use of sick time for other purposes is not allowed and may result in an employee being disciplined.

CAN AN EMPLOYER HAVE A DIFFERENT POLICY?
Yes. Employers may have their own sick leave or paid time off policy, so long as employees can use at least the same amount of time, for the same reasons, and with the same job-protections as under the Earned Sick Time Law.

Rev. 07/2016

Parental Leave

Commission Against Discrimination Parental Leave

An Act Relative to Parental Leave expands the current maternity leave law, G.L. c. 149, § 105D, which is enforced by the Massachusetts Commission Against Discrimination (MCAD). Currently, Massachusetts law requires employers with six or more employees to provide eight weeks of unpaid maternity leave for the purpose of giving birth or for the placement of a child under the age of 18, or under the age of 23 if the child is mentally or physically disabled, for adoption. The new law goes into effect on April 7, 2015 and expands the current leave law in the following ways:
 The parental leave law is now gender neutral. Both men and women are entitled to parental leave.
 If the employer agrees to provide parental leave for longer than 8 weeks, the employer must reinstate the employee at the end of the extended leave unless it clearly informs the employee in writing before the leave and before any extension of that leave, that taking longer than 8 weeks of leave shall result in the denial of reinstatement or the loss of other rights and benefits.
 The law clarifies that the right to leave applies to employees who have completed an initial probationary period set by the terms of employment, but which is not greater than 3 months.
 The law provides that if two employees of the same employer give birth to or adopt the same child, the two employees are entitled to an aggregate of 8 weeks of leave.
 The law clarifies that an employee seeking leave must provide at least 2 weeks' notice of the anticipated date of departure and the employee's intention to return, but also permits the employee to provide notice as soon as practicable if the delay is for reasons beyond the employee's control.

The law clarifies that an employee on parental leave for the adoption of a child shall be entitled to the same benefits offered to an employee on leave for the birth of a child.
 The law expands the notice requirements, mandating that employers keep a posting in a conspicuous place describing the law's requirements and the employer's policies as to parental leave.
Boston: One Ashburton Place, Room 601, Boston, MA 02108; 617-994-6000
Springfield: 436 Dwight Street, Room 220, Springfield, MA 01103; 413-739-2145
Worcester: 484 Main Street, Room 320, Worcester, MA 01608; 508-453-9630
New Bedford: 800 Purchase, Room 501, New Bedford, MA 02740; 508-990-2390
Visit our website for more resources and instructions on filing a complaint: www.mass.gov/mcad

Formatted by HH

COMPANY LEAVE POLICY: _____

REV. 3/10/2015

Unemployment Ins.

THE COMMONWEALTH OF MASSACHUSETTS EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT DEPARTMENT OF UNEEMPLOYMENT ASSISTANCE

Information on Employees' Unemployment Insurance Coverage

EMPLOYER NAME _____
EMPLOYER DUA ID # _____
ADDRESS _____

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

There are two ways to apply for UI Benefits:

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

Apply by calling the TeleClaim Center
 Unemployment Insurance services are available by telephone. You can apply for Unemployment Insurance benefits, reopen a current claim, obtain up-to-date information on the status of your claim and benefit payment, resolve problems, and sign up for direct deposit – all by telephone. To apply for benefits by telephone, call the TeleClaim Center at 1-877-626-6800 from area codes 351, 413, 508, 774, and 978; or 1-617-626-6800 from any other area code. You will be asked to enter your Social Security Number and the year you were born. You will then be connected to an agent who will take the information necessary to file your claim.

If the last digit of your Social Security Number is:	Assigned day to call Teleclaim is:
0, 1	Monday
2, 3	Tuesday
4, 5, 6	Wednesday
7, 8, 9	Thursday
Any last digit	Friday

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

This document contains important information. Please have it translated immediately.

В данном документе содержится важная информация. Вам необходимо обратиться к переводчику.

Este documento contiene información importante. Por favor, consiga una traducción inmediatamente.

Тя інформация є важливою. Будь ласка, знайдіть перекладача.

Vous trouverez dans ce document des renseignements importants. Veuillez le faire traduire au plus tôt.

Questo documento contiene informazioni importanti. La preghiamo di tradurlo immediatamente.

Este documento contém informações importantes. Por favor, traduza-lo imediatamente.

Docikman sa gen informasyon importante. Tanper li you moun tradwi li ouavite.

본 문서에는 중요한 정보가 포함되어 있습니다. 본 문서를 즉시 번역하도록 하십시오.

මෙම ලේඛනයේ වැදගත් තොරතුරු ඇතුළත් වේ. කරුණාකර මෙය සුදුසු පරිදි පරිවර්තනය කරන්න.

تحتوي هذه الوثيقة على معلومات هامة. يرجى ترجمتها فوراً.

မူဝါဒကို အရေးကြီးသော အချက်များပါရှိသောကြောင့် မြန်မာနိုင်ငံရှိ အများစုက ဖတ်ရှုနိုင်စေရန် ရည်ရွယ်ချက်ဖြင့် ဤစာရွက်ကို ပြန်လည်ပြန်ဆိုထားပါသည်။

IMPORTANT: Massachusetts General Law, Chapter 151A, Section 62A requires that this notice be displayed at each site operated by an employer, in a conspicuous place, where it is accessible to all employees. It must include the name and mailing address of the employer, and the identification number assigned to the employer by the Department of Unemployment Assistance.
 An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. For hearing-impaired relay services, call 711.
www.mass.gov/dua
 Form 2553-A

REV. 10/6/2015

Workers' Comp.

Notice to Employees

The Commonwealth of Massachusetts
 DEPARTMENT OF INDUSTRIAL ACCIDENTS
 LAFAYETTE CITY CENTER, 2 AVENUE DE LAFAYETTE, BOSTON, MA 02111
 (617) 727-4900 - www.mass.gov/dia

As required by Massachusetts General Law, Chapter 152, Sections 21, 22 & 30, this will give you notice that I (we) have provided for payment to our injured employees under the above-mentioned chapter by insuring with:

NAME OF INSURANCE COMPANY _____
ADDRESS OF INSURANCE COMPANY _____
POLICY NUMBER _____
EFFECTIVE DATES _____
NAME OF INSURANCE AGENT _____
ADDRESS _____
PHONE # _____
EMPLOYER _____
ADDRESS _____
EMPLOYER'S WORKERS' COMPENSATION OFFICER (IF ANY) _____
DATE _____

MEDICAL TREATMENT

The above named insurer is required in cases of personal injuries arising out of and in the course of employment to furnish adequate and reasonable hospital and medical services in accordance with the provisions of the Workers' Compensation Act. A copy of the First Report of Injury must be given to the injured employee. The employee may select his or her own physician. The reasonable cost of the services provided by the treating physician will be paid by the insurer, if the treatment is necessary and reasonably connected to the work related injury. In cases requiring hospital attention, employees are hereby notified that the insurer has arranged for such attention at the

NAME OF HOSPITAL _____
ADDRESS _____

TO BE POSTED BY EMPLOYER

Paid Family and Medical Leave

Notice of Benefits Available Under M.G.L. Chapter 175M Paid Family and Medical Leave

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

- up to 20 weeks of paid medical leave in a benefit year if they have a serious health condition that incapacitates them from work.
- up to 12 weeks of paid family leave in a benefit year related to the birth, adoption, or foster care placement of a child, to care for a family member with a serious health condition, or because of a qualifying exigency arising out of the fact that a family member is on active duty or has been notified of an impending call to active duty in the Armed Forces.
- up to 26 weeks of paid family leave in a benefit year to care for a family member who is a covered service member with a serious health condition.

Covered individuals are eligible for no more than 26 total weeks, in the aggregate, of paid family and medical leave in a single benefit year.

Job Protection
 Generally, an employee who has taken paid family or medical leave must be restored to the employee's previous position or to an equal position, with the same status, pay, employment benefits, length-of-service credit, and seniority as of the date of leave. *These job protections do not apply to former employees, independent contractors, or self-employed individuals.*

Health Insurance
 Employers must continue to provide for and contribute to employees' employment-related health insurance benefits, if any, at the level and under the conditions coverage would have been provided if the employees had continued working for the duration of such leave.

No Retaliation or Discrimination
 It is unlawful for an employer to discriminate or retaliate against an employee for exercising any right to which s/he is entitled under the law.
 An employee or former employee who is discriminated or retaliated against for exercising rights under the law may, not more than three years after the violation occurs, institute a civil action in the superior court, and may be entitled to damages as much as three times his or her lost wages.

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

Who is a Covered Individual Under the Law?
 Generally, a worker qualifies as a covered individual eligible for paid family and medical leave benefits if:

- s/he is covered by unemployment insurance in Massachusetts and paid wages by a Massachusetts employer; or
- s/he is a self-employed individual who resides and works in Massachusetts and chooses to opt-in to the program; and
- s/he earned more than 30 times the expected benefit and more than \$5,700 (adjusted annually) in the last four completed quarters preceding the application for benefits.

If you have questions or concerns about your Paid Family and Medical Leave rights, please call: (833) 344-7365 or visit: <https://www.mass.gov/DFML>

This notice must be posted in a conspicuous place on the employer's premises.

Rev. 11/2021