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

What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with job-protected leave for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

Eligible employees can take up to 12 workweeks of FMLA leave in a 12-month period for

The birth, adoption or foster placement of a child with you. Your serious mental or physical health condition that makes you unable to work, To care for your spouse, child or parent with a serious mental or physical health condition, and

Certain gualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness may take up to 26 workweeks of FMLA leave in a single 12-month period to care for the servicemember

You have the right to use FMLA leave in one block of time. When it is medically necessary or otherwise permitted, you may take FMLA leave intermittently in separate blocks of time, or on a reduced schedule by working less hours each day or week. Read Fact Sheet #28M(c) for more informatio

FMLA leave is not paid leave, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need

Am I eligible to take FMLA leave?

You are an **eligible employee** if <u>all</u> of the following apply:

You work for a covered employer You have worked for your employer at least 12 months, You have at least 1,250 hours of service for your employer during the 12 months before your leave, and

Your employer has at least 50 employees within 75 miles of your work location

lef.: 29 CFR §825.300

Airline flight crew employees have different "hours of service" requirements

> You work for a covered employer if one of the following applies: You work for a private employer that had at least 50 employees

during at least 20 workweeks in the current or previous calendar You work for an elementary or public or private secondary school,

You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

How do I request FMLA leave?

Generally, to request FMLA leave you must:

may qualify under the FMLA, your employer must confirm whether you are eligible or not eligible for FMLA leave. If your employer Follow your employer's normal policies for requesting leave. determines that you are eligible, your employer must notify you in · Give notice at least 30 days before your need for FMLA leave, or If advance notice is not possible, give notice as soon as possible writing:

About your FMLA rights and responsibilities, and • How much of your requested leave, if any, will be FMLA-protected You do not have to share a medical diagnosis but must provide leave enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You must also inform your

Where can I find more information?

What does my employer need to do?

Allow you to take job-protected time off work for a qualifying

on the same basis as if you had not taken leave, and

Continue your group health plan coverage while you are on leave

Allow you to return to the same job, or a virtually identical job with

the same pay, benefits and other working conditions, including

Your employer cannot interfere with your FMLA rights or threater

or punish you for exercising your rights under the law. For example,

After becoming aware that your need for leave is for a reason that

your employer cannot retaliate against you for requesting FMLA leave

If you are eligible for FMLA leave, your **employer** <u>must</u>:

shift and location, at the end of your leave

or cooperating with a WHD investigation

Call 1-866-487-9243 or visit dol.gov/fmla to learn more. If you believe your rights under the FMLA have been violated, you

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave

exigency.

by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.



WAGE AND HOUR DIVISION UNITED STATES DEPARTMENT OF LABOR

testing, the right to refuse or discontinue a test, and the right not to have test

The Secretary of Labor may bring court actions to restrain violations and

assess civil penalties against violators. Employees or job applicants may

SCAN ME

WH1420 REV 04/23



UNEMPLOYMENT INSURANCE FOR **EMPLOYEES**

Your job with this employer is covered by the Employment Security Law. You may be able to establish a claim for Unemployment Insurance if you become TOTALLY or PARTIALLY unemployed through no fault of your own and comply with all requirements.

IMPORTANT: YOU MAY FILE A CLAIM FOR UNEMPLOYMENT INSURANCE BENEFITS VIA THE INTERNET AT dol.georgia.gov. YOU MAY ALSO FILE A CLAIM IN PERSON AT ANY GEORGIA DEPARTMENT OF LABOR (GDOL) CAREER CENTER LISTED BELOW.

THE GEORGIA EMPLOYMENT SECURITY LAW STATES FOR EACH WEEK YOU CLAIM UNEMPLOYMENT BENEFITS YOU MUST:

- Be UNEMPLOYED, ABLE to work, AVAILABLE for work, ACTIVELY SEEKING WORK, and be willing to immediately accept suitable work.
- Register for employment services with the Georgia Department of Labor.
- Report weekly work search contacts, all earnings each week, and any job refusal.

NOTICE

Employers cannot deduct any money from employees' paychecks to pay unemployment insurance tax. The funding for unemployment insurance benefits comes from taxes paid by employers.

OFFICES WHERE UNEMPLOYMENT INSURANCE CLAIMS MAY BE FILED

TLANTA	DALTON	MACON
LBANY	DEKALB	MILLEDGEVILLE
MERICUS	DOUGLAS	MOULTRIE
THENS	DUBLIN	ROME
UGUSTA	EASTMAN	SAVANNAH
BAINBRIDGE	GAINESVILLE	STATESBORO
BLUE RIDGE	GRIFFIN	THOMASVILLE
RUNSWICK	GWINNETT COUNTY	THOMSON
ARROLLTON	HABERSHAM AREA	TIFTON
ARTERSVILLE	HINESVILLE	TOCCOA
LAYTON COUNTY	HOUSTON COUNTY	VALDOSTA
OBB/CHEROKEE	LAFAYETTE	VIDALIA
OLUMBUS	LAGRANGE	WAYCROSS
OVINGTON		

GEORGIA DEPARTMENT OF LABOR

An Equal Opportunity Employer/Program Auxiliary Aids & Services Available Upon Request to Individuals with Disa	abilities
Ref.: Ga. Comp. R. & Regs. r. 300-2-715	DOL-810 (R-10-23)

VACATION **UNEMPLOYMENT INSURANCE IS NOT PAYABLE**

EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

FEDERAL MINIMUM WAGE \$7_25 PER HOUR



- The law requires employers to display this poster where employees can readily see it. **OVERTIME PAY** At least 1¹/₂ times the regular rate of pay for all hours worked over 40 in a workweek.
- CHILD LABOR An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural employment.
- Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers must pay tipped TIP CREDIT employees a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference.
- **PUMP AT WORK** The FLSA requires employers to provide reasonable break time for a nursing employee to express breast milk for their nursing child for one year after the child's birth each time the employee needs to express breast milk. Employers must provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by the employee to express breast milk.
- **ENFORCEMENT** The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and/or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or repeated violation of the minimum wage or overtime pay provisions of the law. Civil money penalties may also be assessed for violations of the FLSA's child labor provisions. Heightened civil money penalties may be assessed for each child labor violation that results in the death or serious injury of any minor employee, and such assessments may be doubled when the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding under the FLSA.
- ADDITIONAL · Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions. Certain narrow exemptions also apply to the pump at work requirements. INFORMATION
 - Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico. Some state laws provide greater employee protections; employers must comply with both.
 - Some employers incorrectly classify workers as "independent contractors" when they are actually employees under the FLSA. It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and correctly classified independent contractors are not
 - · Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor



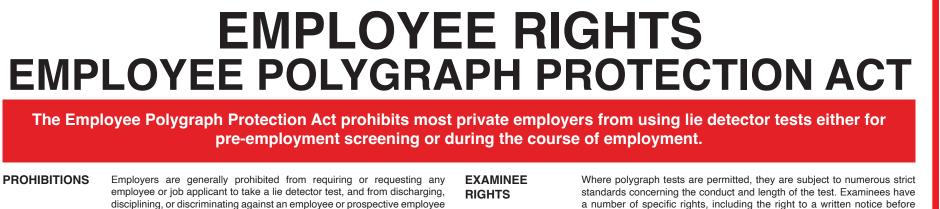
(This notice must be posted in a conspicuous place readily accessible to the employee at all times.)

PANEL OF PHYSICIANS OFFICIAL NOTICE

This business operates under the Georgia Workers' Compensation Law.

WORKERS MUST REPORT ALL ACCIDENTS IMMEDIATELY TO THE EMPLOYER BY ADVISING THE EMPLOYER PERSONALLY. AN AGENT, REPRESENTATIVE, BOSS, SUPERVISOR, OR FOREMAN.

If a worker is injured at work, the employer shall pay medical and rehabilitation expenses within the limits of the law. In some cases the employer will also pay a part of the worker's lost wages.



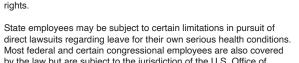
disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for exercising other rights under the Act.

pharmaceutical manufacturers, distributors and dispensers.

Federal. State and local governments are not affected by the law Also the EXEMPTIONS **ENFORCEMENT** law does not apply to tests given by the Federal Government to certain

private individuals engaged in national security-related activities. The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER employees of security service firms (armored car, alarm, and guard), and of WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.



employer if FMLA leave was previously taken or approved for the

same reason when requesting additional leave. Your employer may request certification from a health care provide to verify medical leave and may request certification of a qualifying may file a complaint with WHD or file a private lawsuit against your

ne Act also permits polygraph testing, subject to restrictions, of certa employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic oss to the employe

The law does not preempt any provision of any State or local law or any collective bargaining agreement which is more restrictive with respect to lie detector tests



It shall also be unlawful for any person to cause or

attempt to cause an employer to discriminate against

any employee in violation of the provisions of this

any other manner discriminate against any employee

covered by this Chapter because such employee has

person or has instituted or caused to be instituted any

proceeding under or related to this Chapter or has

testified or is about to testify in any such proceedings.

Any person who violates any provision of this Code

section shall, upon conviction thereof, be punished by

a fine not to exceed \$100.00. (OCGA Section 34-5-3.)

FOR INFORMATION ON EQUAL PAY FOR EQUAL

Georgia Department of Labor

Office of Equal Opportunity

148 Andrew Young International Blvd., N.E.

Atlanta, Georgia 30303-1751

FOR ADDITIONAL POSTERS PHONE:

WORK ACT CONTACT:

(404) 232-3392

results disclosed to unauthorized persons.

also bring their own court actions.

WHEN YOU ARE ON:

- LEAVE OF ABSENCE at your own request
- PAID VACATION
- UNPAID VACATION, up to two weeks in a calendar year if provided by: - EMPLOYMENT CONTRACT, or by - Established EMPLOYER CUSTOM. **PRACTICE, OR POLICY**

PARAGRAPH (a)(3) OF OCGA SECTION 34-8-195

GEORGIA DEPARTMENT OF LABOR

Ref.: Ga. Comp. R. & Regs. r. 300-2-7-.15 DOL-154 (R-10-23)



Work injuries and occupational diseases should be reported in writing whenever possible. The worker may lose the right to receive compensation if an accident is not reported within 30 days (see O.C.G.A. § 34-9-80).

The employer will supply free of charge, upon request, a form for reporting accidents and will also furnish, free of charge, information about workers' compensation. The employer will also furnish to the employee, upon request, copies of board forms on file with the employer pertaining to an employee's claim.

A worker injured on the job must select a doctor from the list below. The minimum panel shall consist of at least six physicians, including an orthopedic surgeon with no more than two physicians from industrial clinics (see O.C.G.A. § 34-9-201). Further, this panel shall include one minority physician, whenever feasible (see Rule 201 for definition of minority physician). The Board may grant exceptions to the required size of the panel where it is demonstrated that more than four physicians are not reasonably accessible. One change to another doctor from the list may be made without permission. Further changes require the permission of the employer or the State Board of Workers' Compensation.

The insurance company providing coverage for this business under the Workers' Compensation Law is:

Insurer Name: Phone:

Address:

Insurer Email:

Instructions to injured worker: Review the following physician's contact information and select the provider with whom you would like to receive medical treatment.

Physician's Contact Information: Name, Address, Phone, and website listed below:

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
	(Additional doctors may be added on a separate sheet)
	• This box is checked if additional physicians are listed on separate sheet.
IF YOU HAVE QUESTIONS I	PLEASE CONTACT THE STATE BOARD OF WORKERS' COMPENSATION AT 404-656-3818 OR 1-800-533-0682 OR VISIT https://sbwc.georgia.gov
Willfully making a false state	ement for the purpose of obtaining or denying benefits is a crime subject to penalties of up to \$10,000.00 per violation (O.C.G.A. §34-9-18 and §34-9-19).
Ref.: O.C.G.A. §34-9-81.1	WC-P1 (7/2023)

	WC-BILL OF RIGHTS
GEORGIA STATE BOARD OF WORKERS' COMPENSA	TION
BILL OF RIGHTS FOR THE INJURED WORKER	
aujred by law OCGA 834-0-91.1, this is a summary of your rights and responsibilities. The Workers' Compe	neation Law provides you

As required by law, O.C.G.A. §34-9-81.1, this is a summary of your rights and responsibilities. The Workers' Compensation Law provides you, as a worker in the State of Georgia, with certain rights and responsibilities should you be injured on the job. The Workers' Compensation Law provides you coverage for a work-related injury even if an injury occurs on the first day on the job. In addition to rights, you also have certain responsibilities. Your rights and responsibilities are described below.

Employee's Rights

2. Your employer is required to post a list of at least six doctors

or the name of the certified WC/MCO that provides medical care,

Employee's Responsibilities

1. If you are injured on the job, you may receive medical rehabilitation 1. You should follow written rules of safety and other reasonable and income benefits. These benefits are provided to help you return to work. Your dependents may also receive benefits if you

die as a result of a job-related injury.

policies and procedures of the employer.

EQUAL PAY FOR EQUAL WORK ACT

Chapter.

POLICY

The General Assembly of Georgia hereby declares that the practice of discriminating on the basis of sex by paying wages to employees of one sex at a lesser rate than the rate paid to employees of the opposite sex. It shall be unlawful for any person to discharge or in for comparable work on jobs which require the same or essentially the same knowledge, skill, effort and responsibility unjustly discriminates against the person made a complaint against the employer or any other receiving the lesser rate:

It is hereby declared to be the policy of the State of Georgia through the exercise of the police power of this State to correct and, as rapidly as possible, to eliminate discriminatory wage practices based on sex.

PROHIBITION OF DISCRIMINATION

No employer having employees subject to any provisions of this section shall discriminate, within any establishment in which such employees are employed, between employees on the basis of sex by paying wages at a rate less than the rate paid to the opposite sex, EXCEPT WHERE SUCH PAYMENT IS MADE **PURSUANT TO:**

- A seniority system; 1.
- 2. A merit system;
- A system which measures earnings by quantity 3. or quality of production, or
- A differential based on any other factor other 4. than SEX: Provided, that an employer who is paying a wage rate differential in violation of this subsection shall not, in order to comply with the provisions of this subsection, reduce the wage rate of any employee.

Ref.: O.C.G.A. §34-5-7

POST IN PROMINENT PLACE AS REQUIRED BY LAW

Georgia Department of Labor Bruce Thompson, Commissioner

An Equal Opportunity Employer/Program

DOL-4107 (R-10-23)

PAY SCHEDULE IS:

PAYCHECKS ARE ISSUED ON THE:

U WEEKLY

□ BIWEEKLY

		· Rights: Discrimina	tion is Illegal	
he U.S. Equal Employment Opportunity ommission (EEOC) enforces Federal laws that	What can You Do if You Believe		Protected Veteran Status The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination agains and requires affirmative action to recruit. employ, and advance in employment, disabled veterans, recently separated veterans (i.e., within three years of discharge or release from active duty), active duty wartime or campaign badge veterans.	
volumination (LECO) endotes reveran laws that rotect you from discrimination in employment. you believe you've been discriminated gainst at work or in applying for a job, the EOC may be able to help.	Discrimination has Occurred? Contact the EEOC promptly if you suspect discrimination. Do not delay, because there are strict time limits for filing a charge of discrimination (180 or 300 days, depending on where you live/ work). You can reach the EEOC in any of the following ways:			
/ho is Protected?				
Employees (current and former), including managers and temporary employees	Submit an inquiry through the EEOC's public			
Job applicants Union members and applicants for membership in a union		portal: https://publicportal.eeoc. gov/Portal/Login.aspx	Retaliation	
Vhat Organizations are Covered?	Call	1–800–669–4000 (toll free) 1–800–669–6820 (TTY) 1–844–234–5122 (ASL video phone)	Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes	
Most private employers		(ASE video priorie)	discrimination by Federal contractors under these	



Job Safety and Health IT'S THE LAW!

All workers have the right to:

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

This poster is available free from OSHA.

Contact OSHA. We can help.

83710

012024

Employers must:

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

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

programs in every state.	

Unions Staffing agencies What Types of Employment Discrimination are Illegal? Under the EEOC's laws, an employer may not	E-Mail info@eeoc.gov Additional information about the EEOC, including information about filing a charge of discrimination, is available at www.eeoc.gov.	Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under OFCCP's authorities should contact immediately: The Office of Federal Contract Compliance Programs (OFCCP)
discriminate against you, regardless of your immigration status, on the bases of: • Race	EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS	U.S. Department of Labor 200 Constitution Avenue, N.W. Washington, D.C. 20210 1-800-397-6251 (toil-free)
 Color Religion National origin Sax (including pregnancy, childbirth, and related medical conditions, sexual orientation, or gender identity) Age (40 and older) Disability Genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic services, or family medical history) Retaliation for filing a charge, reasonably opposing discrimination, or participating in a discrimination, are serviced. 	The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) enforces the nondiscrimination and affirmative action commitments of companies doing business with the Federal Covernment. If you are applying for a job with, or are an employee of, a company with a Federal contract or subcontract, you are protected under Federal law from discrimination on the following bases: Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin	If you are deaf, hard of hearing, or have a speech disability, please dial 7–1–1 to access telecommunications relay services. OFCCP may also be contacted by submitting a question online to OFCCP's Heip Desk at https://diccphelpdesk. dol.gov/s/, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor and on OFCCP's "Contact Us" webpage at https://www.dol.gov/agencies/ofccp/contact. PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL
proceeding • Interference, coercion, or threats related to exercising rights regarding disability discrimination or pregnancy accommodation	Executive Order 11246, as amended, prohibits employment discrimination by Federal contractors based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of	ASSISTANCE Race, Color, National Origin, Sex In addition to the protections of Tile VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment
What Employment Practices can be Challenged as Discriminatory? All aspects of employment, including:	opportunity in all aspects of employment. Asking About, Disclosing, or Discussing Pay	
Discharge, firing, or lay-off Harassment (including unwelcome verbal or physical conduct) Hiring or promotion Assignment Pay (unequal wages or compensation) Failure to provide reasonable accommodation for a disability, pregnancy, childbirth, or related medical condition; or a sincerely-held reliajous	Executive Order 11246, as amended, protects applicants and employees of Federal contractors from discrimination based on inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or employees. Disability	discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance.
belief, observance or practice • Benefits • Job training	Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination in hiring,	Individuals with Disabilities
Classification Referral Obtaining or disclosing genetic information of employees Requesting or disclosing medical information of employees Conduct that might reasonably discourage someone from opposing discrimination, filing a charge, or participating in an investigation or proceeding Conduct that coerces, intimidates, threatens, or interferes with someone exercising their rights, or someone assisting or encouraging someone else to exercise rights, regarding disability discrimination (including accommodation) or	promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment by Federal contractors. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship to the employer. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.	Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job. If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.
pregnancy accommodation		(Revised 6/27/2023)

 CONTRACTS OR SUBCONT CONTRACTS OR SUBCONT CONTRACTS OR SUBCONT Contract Compliance Programs (CPC Di contract Compliance Programs (CPC Di contrac	defrail T-900-397-6251 (UBI-HREE) Promotions If you are deal, hard of hearing, or have a speech disability, please dial 7-1-1 to access telecommunications relay services. OFCCP may also be contacted by submitting a question online to OFCCP's Help Desk at https://diccphelpdesk. dolgozik2 (or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor and on OFCCP's 'Contact U's' webpage at https://www.dol.gozik2(or oby calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor and on OFCCP's 'Contact U's' webpage at https://www.dol.gozik2(or oby calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor and on OFCCP's 'Contact U's' webpage at https://www.dol.gozikage/acs/lccp/contact. prohibits Rece, Color, National Origin, Sex In addition to the protections of Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities vereeiving Federal financial assistance. Employment discrimination revices under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance. 11973, uals ming, fits, job er aspects Section 504 of the Rehabilitation Act of 1973, as an education is prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance.	3. 4.	unless the Board has granted an exception. You may choose a doctor from the list and make one change to another doctor on the list without the permission of your employer. However, in an emergency, you may get temporary medical care from any doctor until the emergency is over, then you must get treatment from a doctor on the posted list. Your authorized doctor bills, hospital bills, rehabilitation in some cases, physical therapy, prescriptions, and necessary travel expenses will be paid if injury was caused by an accident on the job. All injuries occurring on or before June 30, 2013 shall be entitled to lifetime medical benefits. If your accident occurred on or after July 1, 2013 medical treatment shall be limited to a maximum of 400 weeks from the accident date. If your injury is catastrophic in nature you may be entitled to lifetime medical benefits if you have more than seven days of lost time due to an injury. Your first check should be mailed to you within 21 days after the first day you missed work. If you are out more than 21 consecutive days due to your injury, you will be paid for the first week.
he from opposing discrimination, filing ic, or participating in an investigation or ding. 2t that coerces, intimidates, threatens, or e with someone exercising their rights, some assisting or encouraging someone exercise rights, regarding disability ination (including accommodation) or ncy accommodation EMMERGEGINATION	A security are an end of the sevential functions of the job. If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance. If evised 6/27/2023	5.	Accidents are classified as being either catastrophic or non-catastrophic. Catastrophic injuries are those involving amputations, severe paralysis, severe head injuries, severe burns, blindness, or of a nature and severity that prevents the employee from being able to perform his or her prior work and any work available in substantial numbers within the national economy. In catastrophic cases, you are entitled to receive two-thirds of your average weekly wage but not more than \$800 per week for a job- related injury for as long as you are unable to return to work. You also are entitled to receive medical and vocational rehabilitation benefits to help in recovering from your injury. If you need help in this area call the State Board of Workers' Compensation at (404) 656-0849.
		6.	In all other cases (non-catastrophic), you are entitled to receive two-thirds of your average weekly wage but not more than \$800 per week for a job related injury. You will receive these weekly
			benefits as long as you are totally disabled, but no longer than 400 weeks. If you are not working and it is determined that you have been capable of performing work with restrictions for 52
PHYSICIAN: HOSPITAL:			consecutive weeks or 78 aggregate weeks, your weekly income benefits will be reduced to two-thirds of your average weekly wage but no more than \$533.33 per week, not to exceed 350 weeks.
FIRE DEPARTMENT:		7.	When you are able to return to work, but can only get a lower paying job as a result of your injury, you are entitled to a weekly
POISON CONTROL:			benefit of not more than \$533.33 per week for no longer than 350 weeks.
OSHA:		8.	Your dependent(s), in the event you die as a result of an on-the- job accident, will receive burial expenses up to \$7,500 and two-
PAY DAY N	OTICE		thirds of your average weekly wage, but not more than \$800 per week. A widowed spouse with no children will be paid a maximum of \$320,000. Benefits continue until he/she remarries or openly cohabits with a person of the opposite sex.
PAY DAY IS ON: MONDAY TUESDAY WEDNESDAY THURSDAY	FRIDAYSATURDAYSUNDAY	9.	If you do not receive benefits when due, the insurance carrier/ employer must pay a penalty, which will be added to your payments.

2. You must report any accident immediately, but not later than 30 days after the accident, to your employer, your employer's representative, your foreman or immediate supervisor. Failure to do so may result in the loss of the benefits.

- An employee has a continuing obligation to cooperate with medical providers in the course of their treatment for work related injuries. You must accept reasonable medical treatment and rehabilitation services when ordered by the State Board of Workers' Compensation or the Board may suspend your benefits.
- No compensation shall be allowed for an injury or death due to the employee's willful misconduct.
- You must notify the insurance carrier/employer of your address when you move to a new location. You should notify the insurance carrier/employer when you are able to return to full-time or parttime work and report the amount of your weekly earnings because you may be entitled to some income benefits even though you have returned to work.
- A dependent spouse of a deceased employee shall notify the insurance carrier/employer upon change of address or remarriage.
- 7. You must attempt a job approved by the authorized treating physician even if the pay is lower than the job you had when you were injured. If you do not attempt the job, your benefits may be suspended.
- If you believe you are due benefits and your insurance carrier/ employer denies these benefits, you must file a claim within one year after the date of last authorized medical treatment or within two years of your last payment of weekly benefits or you will lose your right to these benefits.
- If your dependent(s) do not receive allowable benefit payments, the dependent(s) must file a claim with the State Board of Workers' Compensation within one year after your death or lose the right to these benefits.
- 10. Any request for reimbursement to you for mileage or other expenses related to medical care must be submitted to the insurance carrier/employer within one year of the date the expense was incurred.
- 11. If an employee unjustifiably refuses to submit to a drug test following an on-the-job injury, there shall be a presumption that the accident and injury were caused by alcohol or drugs. If the presumption is not overcome by other evidence, any claim for workers' compensation benefits would be denied.
- 12. You shall be guilty of a misdemeanor and upon conviction shall be punished by a fine of not more than \$10,000.00 or imprisonment, up to 12 months, or both, for making false or misleading statements when claiming benefits. Also, any false statements or false evidence given under oath during the course of any administrative or appellate division hearing is perjury.

The State Board of Workers' Compensation will provide you with information regarding how to file a claim and will answer any other questions regarding your rights under the law. If you are calling in the Atlanta area the telephone number is (404) 656-3818, outside the metro Atlanta area call 1-800-533-0682, or write the State Board of Workers' Compensation at: 270 Peachtree Street, N.W., Atlanta, Georgia 30303-1299 or visit our website: https://www.sbwc.georgia.gov. A lawyer is not needed to file a claim with the Board; however, if you think you need a lawyer and do not have your own personal lawyer, you may contact the Lawyer Referral Service at (404) 521-0777 or 1-800-334-6865.

IF YOU HAVE QUESTIONS PLEASE CONTACT THE STATE BOARD OF WORKERS' COMPENSATION AT 404-656-3818 OR 1-800-533-0682 OR VISIT https://www.sbwc.georgia.gov

VILLFULLY MAKING A FALSE STATEMENT FOR THE PURPOSE OF OBTAINING OR DENYING BENEFITS IS A CRIME SUBJECT TO PENALTIES OF UP TO \$10,000.00 PER VIOLATION (O.C.G.A. §34-9-18



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