# 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 2-month period for

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

Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military 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 information

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

lef.: 29 CFR §825.300

work location

#### 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 do not have to share a medical diagnosis but must provide

enough information to your employer so they can determine whether

the leave qualifies for FMLA protection. You must also inform your

employer if FMLA leave was previously taken or approved for the

Your employer may request certification from a health care provide

to verify medical leave and may request certification of a qualifying

bargaining agreement that provides greater family or medical leave

State employees may be subject to certain limitations in pursuit of

direct lawsuits regarding leave for their own serious health conditions

Most federal and certain congressional employees are also covered

by the law but are subject to the jurisdiction of the U.S. Office of

The FMLA does not affect any federal or state law prohibiting

discrimination or supersede any state or local law or collective

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:

same reason when requesting additional leave.

Personnel Management or Congress.

exigency.

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 leave

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 threaten

your employer cannot retaliate against you for requesting FMLA leave

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

If you are eligible for FMLA leave, your employer must:

shift and location, at the end of your leave

or cooperating with a WHD investigation

# Where can I find more information?

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 may file a complaint with WHD or file a private lawsuit against your employer in court. Scan the QR code to learn about our WHD complaint process



Where polygraph tests are permitted, they are subject to numerous strict

standards concerning the conduct and length of the test. Examinees have

a number of specific rights, including the right to a written notice before

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

WH1420 REV 04/23

# LAWS PROHIBITING EMPLOYMENT DISCRIMINATION NOTICE TO EMPLOYEES

You have the right to be free from unlawful discrimination in your employment All applicants and employees of private and public employers (except the federal government), union members, and job seekers in employment agencies are protected by Hawaii law against employment discrimination.

You cannot be denied a job, fired, or subjected to unequal terms and conditions of employment because of your race, sex, including gender identity or expression, reproductive choices, refusing to enter into a nondisclosure agreement that prevents you from discussing workplace sexual harassment or assault, sexual orientation, age, religion, color, ancestry/national origin, disability, marital status, civil union status, credit history, credit report, arrest and court record (except in limited circumstances), or domestic or sexual violence victim status. Sexual harassment by a supervisor or coworker is a form of sex discrimination. Employers are prohibited from retaliating against you for disclosing sexual harassment or sexual assault.

### Examples of Unlawful Employment Discrimination:

• If you are a pregnant employee and are denied leave recommended by a doctor or are denied reinstatement to the same or comparable position after giving birth

• If you are subjected to unwanted sexual advances or demands, offered benefits in exchange for sexual favors, threatened with demotion, firing, or loss of benefits for refusing sexual advances, or subjected to unwelcome sexual conduct. If you are denied a job or a promotion because of your race, sex, including gender identity or expression, sexual orientation, age, religion, color, ancestry, disability, marital status, civil union status, credit history, credit report, arrest and court record (except in limited circumstances), or domestic or sexual violence victim status.

# Filing a Complaint:

You have the right to file a complaint if you have been subjected to discrimination because of your race, sex, including gender identity or expression, reproductive choices, refusing to enter into a nondisclosure agreement that prevents you from discussing workplace sexual harassment or assault, sexual orientation, age, religion, color, ancestry, disability, marital status, credit history, credit report, arrest and court record, or domestic or sexual violence victim status.

You can file a complaint by calling the Hawaii Civil Rights Commission. Under state law, you must file your complaint within 180 days of the act of discrimination.

You have the right to be free from discriminatory or retaliatory action from your employer for filing a complaint, participating in an investigation, or opposing a discriminatory practice.

Hawaii Civil Rights Commission: Oahu: 586-8636 Hawaii: 974-4000, ext. 68636 Maui: 984-2400, ext. 68636 Kauai: 274-3141, ext. 68636 Molokai/Lanai: 1-800-468-4644, ext. 68636 TDD/TTY: 586-8642

This notice provides general background information on labor laws administered and enforced by DLIR's Disability Compensation Division and is not intended to serve as a substitute for legal counsel. For specific legal advice on individual situations, please consult an attorney.

Jade T. Butay, Director Department of Labor and Industrial Relations

Equal Opportunity Employer/Program Auxiliary aids and services are available upon request to individuals with disabilities. TDD/TTY Dial 711 then ask for (808) 586-8842. Ref.: HRS § 378-1, et. seq. Revised 01/02/2024

# WHISTLEBLOWER PROTECTION LAW NOTICE TO EMPLOYEES

# **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 1<sup>1</sup>/<sub>2</sub> 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





Minimum Wage - You have the right to receive a minimum wage of at least \$14.00 per hour beginning January 1, 2024; at least \$16.00 per hour beginning January 1, 2026; and at least \$18.00 per hour beginning January 1, 2028. Under certain conditions, "tipped employees" may be paid less per hour.

Overtime - You have the right to be paid overtime at least one and one-half times your regular rate for all hours worked in excess of 40 in a workweek. The law also requires employers to maintain payroll records for at least 6 years.

• The Hawaii Wage and Hour Law exempts certain types of employment from minimum wage and overtime, such as outside salespersons and employees in an executive, administrative, supervisory, or professional capacity.

Payment of Wages - You have the right to be paid at least twice monthly on regular paydays designated in advance in cash, by checks convertible into cash, or within certain requirements, by direct deposit into the employee's account at a federally insured depository institution or pay card; within 7 days after the end of each pay period; paid wages in full at the time of discharge or no later than the next working day; or paid no later than the next regular payday if you guit or resign. However, if you give your employer one pay period's notice of your intention to guit, you must be paid on your last day of employment.

# **EMPLOYEE RIGHTS EMPLOYEE POLYGRAPH PROTECTION ACT**

The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for pre-employment screening or during the course of employment.

- Employers are generally prohibited from requiring or requesting any EXAMINEE PROHIBITIONS employee or job applicant to take a lie detector test, and from discharging. RIGHTS disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for exercising other rights under the Act.
- EXEMPTIONS Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain ENFORCEMENT private individuals engaged in national security-related activities.

pharmaceutical manufacturers, distributors and dispensers.

The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective

assess civil penalties against violators. Employees or job applicants may also bring their own court actions

### THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.

results disclosed to unauthorized persons.

The Act also permits polygraph testing, subject to restrictions, of certain



employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer

employees of security service firms (armored car, alarm, and guard), and of

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



# **NOTICE TO EMPLOYEES** Under the HAWAII EMPLOYMENT PRACTICES LAW

(Act 249, 2013 Regular Session)

# **BREASTFEEDING IN THE WORKPLACE** effective July 1, 2013

You have the right to reasonable break time to express milk for your nursing child at the workplace in a location, other than the restroom, that is shielded from view and free from intrusion from coworkers and the public for one year after your child's birth.

Employers with fewer than twenty employees who can show that providing the time and place to express breast milk as required under Act 249 (SLH, 2013) would impose an undue hardship by causing the employer significant difficulty or expense in relation to the size, financial resources, nature, or structure of the employer's business shall not be subject to the time and place requirements of Act 249.

Employers who fail to comply with the requirements of Act 249 shall be

fined \$500 per violation and may be liable for damages suffered by the

damages, or both, within two years after the occurrence of the alleged violation. Damages may include reasonable attorneys' fees. This notice provides general background information on Hawaii

Employment Practices Law and is not intended to serve as a substitute for legal counsel. For specific legal advice on individual situations, please consult your attorney.

ENFORCEMENT: If you believe your employer has violated this law you

may file a lawsuit in state court for appropriate injunctive relief, actual

The law requires employers to post a notice in a conspicuous place accessible to employees providing information regarding this employment practice.

# **UNEMPLOYMENT INSURANCE LAW** NOTICE TO EMPLOYEES

You have the right to unemployment benefits if you lose your job or your work hours are substantially reduced through no fault of your own. You may file your claim for unemployment insurance benefits online or in-person at a local claims office.

Go to uiclaims.hawaii.gov between 6:30 am to 11:00 pm, Monday through Friday and between 9:00 am to 11:00 pm on weekends & holidays (Hawaii Standard Time). You will need a valid email address to create an online account.

# Important Information:

employee.

Ref.: HRS § 378-92(b)

- When you file, you must provide your social security number.
- If you are not a U.S. citizen, you should have your alien registration number available.
- You will need to provide information for all of your employers in the past 18 months, such as the employer's name, address, zip code, phone number, dates of employment, and the reason for separation. Ex-military servicepersons should have their DD214 (member 4) available. Former federal employees should have their Standard Form 8, Standard Form 50, or pay stubs available.
- File your claim promptly. Your claim will begin only from the week that you file with the Unemployment Insurance Office.
- If benefits are payable, you must receive your payments by direct deposit. You must provide your account type (savings or checking), financial institution routing number, and your account number.

# **Unemployment Insurance Offices:**

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	General Unemployment	(833) 901-2275	
	Oahu Claims Office		<u>dlir.ui.oahu@hawaii.gov</u>
	Hilo Claims Office		dlir.ui.hilo@hawaii.gov
	Kona Claims Office		dlir.ui.kona@hawaii.gov
	Maui Claims Office		dlir.ui.maui@hawaii.gov

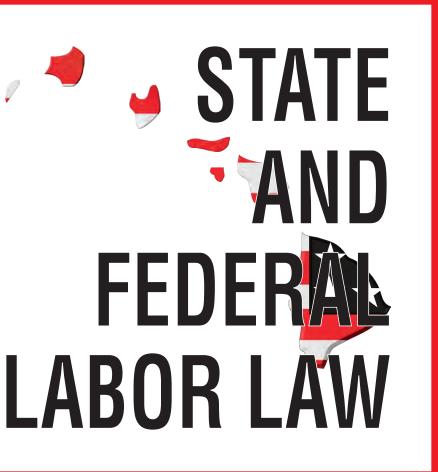
You have the right to not suffer from any adverse employment action, such as termination or discrimination, regarding your employment conditions because you reported or were about to report to a government agency or your employer, verbally or in writing, a violation or a suspected violation of a law or a contract executed by the government.

You have the right to not suffer from any adverse employment action because you participated in an investigation, hearing or inquiry conducted by a government agency or court of law.

If you believe your employer has violated this law, you may file a lawsuit in state court within 2 years after the occurrence of the alleged violation.

This notice provides general background information on Hawaii labor and employment law and is not intended to serve as a substitute for legal counsel. For specific legal advice on individual situations please consult an attorney.

Equal Opportunity Employer/Program Auxiliary aids and services are available upon request to individuals with disabilities. TDD/TTY Dial 711 then ask for (808) 586-8842. Revised 01/09/18-01/02/2024 Ref.: HRS § 378-68



REQUIRED NOTICE TO DISLOCATED WORKERS/PLANT CLOSINGS NOTICE TO EMPLOYEES

You have the right to be notified in writing at least 60 days in advance of possible layoffs or terminations due to certain business transactions taken by your employer. Your employer must also notify the Department of Labor and Industrial Relations in the same manner according to the Dislocated Workers Act (DWA). The DWA applies to businesses which have at least 50 persons employed in the state at any time during the 12 months preceding the event, and are a party to a sale, transfer, merger, business takeover, bankruptcy, or business transaction, which will result in the relocation outside the state or the shutting down of all or a portion of operations.

Notification Requirements - You have the right to be notified in writing at the time of hire of your rate of pay and the paydays. Any changes in pay arrangements prior to the time of such changes, and of any policies with regard to vacation, sick, or holiday pay must be made in writing or through a posted notice. You must also be furnished with a pay statement on payday showing gross wages, amount and purpose of each deduction, net pay, date of payment, and pay period covered. If your employer requires that you give advance notice of quitting and you are terminated after giving that notice, your employer is liable for the wages you would have earned up to the last day you intended to work unless you were terminated for cause.

Withholding of Wages - You have the right to ensure that there are no wrongful withholdings of your wages. Your employer may not collect, deduct or obtain authorization to deduct for:

- Fines (For example an amount you must pay to your employer for being tardy.)
- Cash shortages in a common cash register or cash box used by two or more people, or in a cash register or cash box under your sole control unless given an opportunity to account for all monies received at the start of a shift and all monies turned in at the end of a shift.
- Penalties or replacement costs for breakage.
- Losses due to your acceptance of checks which are later dishonored if the employer has authorized you to accept checks.
- Losses due to faulty workmanship, lost or stolen property, damage to property, or default of customer credit or nonpayment for goods or services received by customers, as long as those losses are not due to your willful or intentional disregard of the employer's interest.

Your employer or prospective employer cannot require you to pay a job application processing fee. Your employer may deduct state and federal withholding taxes, amounts specified by court orders and amounts you authorized in writing.

Collection of Unpaid Wages - You have the right to file a complaint for unpaid wages with the Wage Standards Division within one year from the time the wages became due. Certain executives, administrators, professionals and outside salespersons may need to file a claim in a court of competent jurisdiction.

Hawaii Family Leave Law - You have the right to receive up to 4 weeks of unpaid, job-protected leave for the birth or adoption of your child, or to care for your child, parent, sibling, spouse, grandchild, or reciprocal beneficiary with a serious health condition. You are eligible only if you have at least 6 consecutive months of service, and your employer has 100 or more employees. Accrued paid leaves may be substituted for any part of the 4- week period. If your employer provides for paid sick leave, you may use 10 days of your accrued and available sick leave per year unless a collective bargaining agreement provides for more than 10 days.

Prevailing Wages and Overtime on State and County Government Construction Projects - You have the right to be paid the prevailing wages on government construction projects.

Lie Detector Tests - You have the right to refuse a lie detector test.

Work Injury - Your have the right to file a complaint if you feel that you have been suspended, discharged, or discriminated against solely because of a work injury that is compensable under the Workers' Compensation Laws, except under certain circumstances.

# Wage Standards Division:

Oahu: 586-8777 Hilo: 974-6464 Maui: 243-5322 Kona: 322-4808 Kauai: 274-3351

This notice provides general background information on Hawaii Wage and Hour laws and is not intended to serve as a substitute for legal counsel. For specific legal advice on individual situations, please consult an attorney

Jade T. Butay, Director Department of Labor and Industrial Relations

Ref.: HRS § 387-6

Equal Opportunity Employer/Program Auxiliary aids and services are available upon request to individuals with disabilities TDD/TTY Dial 711 then ask for (808) 586-8842.

Updated 01/02/2024



Workers' Compensation - You have the right to receive workers' compensation benefits and medical care if you suffer a work-related injury. You must report the date, time and circumstance of your injury immediately to your employer or supervisor. Give the name of the insurer to your doctor so that your doctor will know where to send the physician's report. If your employer does not file a report of the injury, you may file a written claim with the Disability Compensation Division. You do not pay for the premium cost; your employer pays the entire amount.

You are entitled to all required medical, surgical and hospital services and supplies including medication; weekly benefits from the fourth day of disability to replace wage loss, representing 66 2/3% of your average weekly wage but not more than the maximum weekly benefit amount annually set by the Department; additional benefits if the injury results in permanent disability or disfigurement; vocational rehabilitation, if appropriate; funeral and burial expenses if the work injury results in death; and additional weekly benefits to the surviving spouse and other dependents.

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Kauai Claims Office		<u>dlir.ui.kauai@hawaii.g</u> c	<u>VV</u>
Liable Interstate Unit		<u>dlir.ui.oahu@hawaii.g</u> c	<u>v</u>
Anneintmenter			
Appointments: Regular UI Claims, Regular UI	Adjudication, & Employer Services	http://labor.hawaii.gov/ui/ap	pointments
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This notice provides general background specific legal advice on individual situatio	information on labor laws administered and enforced by DLIR's ns, please consult an attorney.	Disability Compensation Division and is not intended to	serve as a substitute for legal counsel. For
Jade T. Butay, Director			
Department of Labor and Industrial Relation	ons		
	Equal Opportunity Em		
	Auxiliary aids and services are available upor TDD/TTY Dial 711 then asl		
Ref.: HAR § 12-5-77		101 (000) 300-0042.	Revised 01/02/2024
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You Have a Right to a Safe And Healthful Workplace

# **IT'S THE LAW!**

- You have the right to notify your employer or HIOSH (808-586-9092) about workplace hazards. HIOSH will keep your name and identity confidential.
- You have the right to request a HIOSH inspection if you believe that there are unsafe and/or unhealthful conditions at your workplace. You or your representative may participate in the inspection.
- You have a right to see HIOSH citations issued to your employer. Your employer must post the citations at or near the place of the alleged violation.
- Your employer must correct workplace hazards by the date indicated on the citation and must certify that these hazards have been reduced or eliminated
- You have the right to copies of your medical records or records of your exposure to toxic and harmful substances or conditions.
- Your employer may not discriminate against you for making a safety and health complaint or for exercising your rights under the law, some of which are detailed above. You can file a discrimination complaint with HIOSH within 60 days of the discriminatory act. *Private sector* employees must also file a discrimination complaint with the OSHA Regional Office below within 30 days of the discriminatory act or they will lose their rights to pursue a federal claim under section 11(c) of the federal Occupational Safety and Health Act of 1970 after the conclusion of the HIOSH investigation.
- Report to OSHA all work-related fatalities within 8 hours, and all inpatient hospitalizations, amputations, and losses of an eye within 24 hours.
- Provide required training to all workers in a language and vocabulary they can understand.
- Your employer must post this notice in the workplace in a prominent location or where such notices are customarily located.



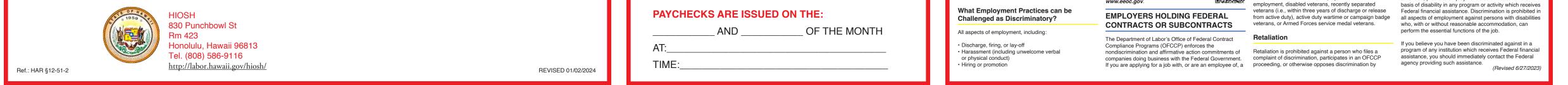
The Hawaii Occupational Safety and Health Law of 1972, Chapter 396, Hawaii Revised Statutes, assures safe and healthful working conditions for every worker in the State. The Hawaii Occupational Safety and Health Division (HIOSH) of the state Department of Labor & Industrial Relations, has the primary responsibility for administering the HIOSH Law. HIOSH does not cover those hired for domestic service in or about a private home, maritime or shipbuilding employees, employees covered by a federal agency, and employees working on military installations. The Occupational Safety and Health Administration (OSHA) monitors the HIOSH program to ensure its effectiveness. If you believe HIOSH is not meeting its responsibilities, you may file a Complaint About State Program Administration (CASPA) directly to the OSHA Regional Office:

Regional Administrator
U.S. Department of Labor
Occupational Safety and Health Administration
90 7th Street, Suite 18100
San Francisco, California 94103

Copies of the State law, the HIOSH Rules and Standards or other program information may be obtained at:

83711

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For general information about the Dislocated Workers Act or the Dislocated Workers Allowance, please call the Workforce Development Division at 586-8877

For information about assistance to employers and employees facing a business closure, please contact the following American Job Centers:

### **American Job Centers:**

Oahu: 768-5701

935-6527 Hawaii Maui: 270-5777

274-3056 Kauai:

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- Jade T. Butay, Directo Department of Labor and Industrial Relations
  - Equal Opportunity Employer/Program Auxiliary aids and services are available upon request to individuals with disabilities. TDD/TTY Dial 711 then ask for (808) 586-8842.

Ref.: HAR § 12-506-7

Temporary Disability Insurance - You have the right to file a claim for temporary disability insurance benefits within 90 days from the date of disability if you suffer a disabiling non-work-related injury/illness or inability to work because of your pregnancy. Your employer or insurance carrier should furnish you with a TDI-45 claim form or some other authorized claim form. You may receive TDI benefits if a physician properly certifies your inability to work. Generally, you must have worked for an employer in Hawaii at least two weeks before your disability. During the last 52 weeks, you must have: worked for at least 14 weeks; been paid for at least 20 hours per week; and earned at least \$400.

After a 7 consecutive day waiting period, you will be paid 58% of your average weekly wage, not to exceed the maximum in the TDI law. Your employer may have an "equivalent" plan approved by the Department, which may provide different benefits. You should ask your employer for details if they have an "equivalent" plan.

You may be required by your employer to share in the premium cost. Your share cannot be more than one-half of the cost and should not exceed .5% of your weekly wages. Your employer pays the remaining portion exceeding the prescribed limitation. If you are not eligible for benefits (see second paragraph above), your employer cannot deduct any contributions from you to share in the premium cost

Prepaid Health Care - You have the right to enroll in your employer's prepaid health care insurance plan after 4 consecutive weeks of employment where you have worked at least 20 hours each week. The Department of Labor & Industrial Relations must approve the health care plan and include insurance coverage for hospital, surgical, medical, diagnostic and maternity medical care.

You should claim benefits under this program if a non-work-related injury or illness requires medical care. Give your doctor or hospital the name of your employer's health care contractor and the plan name

If you are required to share in the premium cost for your coverage, your share cannot be more than 1.5% of your monthly wages or one-half the premium cost (whichever is less). Your employer pays the balance.

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Ref.: HAR § 12-11-56

Revised 01/02/2024

ahu	586-9161	(Workers' Compensation)
	586-9188	(Temporary Disability Insurance and Prepaid Health Care)
0	974-6464	
na	322-4808	
aui	243-5322	
uai	274-3351	

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Equal Opportunity Employer/Program

Jade T. Butay, Director Department of Labor and Industrial Relations

> Auxiliary aids and services are available upon request to individuals with disabilities. TDD/TTY Dial 711 then ask for (808) 586-8842

> > Revised 01/02/2024

#### **EMERGENCY NUMBERS CALL 911** POLICE: The U.S. Equal Employment Opportunity lf yo at w able • Em Job Unic in a Wh POISON CONTROL • Mo Stat • Edu • Uni OSHA: • Sta Wh are **PAY DAY NOTICE** Unde agai base PAY DAY IS ON • Ra • Cold • Re • Nati • Se cor • Age • Disa • Ge or p

# Know Your Rights: Workplace Discrimination is Illegal

e U.S. Equal Employment Opportunity mmission (EEOC) enforces Federal laws that stect you from discrimination in employment. ou believe you've been discriminated against	<ul> <li>Assignment</li> <li>Pay (unequal wages or compensation)</li> <li>Failure to provide reasonable accommodation for a disability; pregnancy, childbirth, or related medical</li> </ul>	company with a Federal contract or subcontract, you are protected under Federal law from discrimination on the following bases:
work or in applying for a job, the EEOC may be e to help.	condition; or a sincerely-held religious belief, observance	Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin
no is Protected?	Classification	
nployees (current and former), including managers ad temporary employees b applicants nion members and applicants for membership a union	<ul> <li>Obtaining or disclosing genetic information of employees</li> <li>Requesting or disclosing medical information of employees</li> <li>Conduct that might reasonably discourage someone</li> <li>employment discrimination by Fede on race, color, religion, sex, sexual identity, or national origin, and requ action to ensure equality of opportu- employment.</li> </ul>	Executive Order 11246, as amended, prohibits employment discrimination by Federal contractors based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.
nat Organizations are Covered?		Asking About, Disclosing, or Discussing Pay
ost private employers ate and local governments (as employers) ducational institutions (as employers) nions affing agencies	with someone exercising their rights, or someone assisting or encouraging someone else to exercise rights, regarding disability discrimination (including accommodation) or pregnancy accommodation What can You Do if You Believe	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.
nat Types of Employment Discrimination	Discrimination has Occurred?	employees.
e Illegal?		Disability
ler the EEOC's laws, an employer may not discriminate inst you, regardless of your immigration status, on the es of:	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:	Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and
ace olor eligion ational origin	Submit an inquiry through the EEOC's public portal: https://publicportal.eeoc.gov/Portal/Login. aspx	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
ex (including pregnancy, childbirth, and related medical notitions, sexual orientation, or gender identity) ge (40 and older) sability	Call 1–800–669–4000 (toll free) 1–800–669–6820 (TTY) 1–844–234–5122 (ASL video phone)	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
enetic information (including employer requests for, purchase, use, or disclosure of genetic tests, genetic ervices, or family medical history)	Visit an EEOC field office (information at www.eeoc.gov/field-office)	disabilities at all levels of employment, including the executive level.
etaliation for filing a charge, reasonably opposing scrimination, or participating in a discrimination lawsuit,	E-Mail info@eeoc.gov	Protected Veteran Status
vestigation, or proceeding terference, coercion, or threats related to exercising yhts regarding disability discrimination or pregnancy ccommodation	Additional information about the EEOC, including information about filing a charge of discrimination, is available at www.eeoc.gov.	The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and requires affirmative action to recruit, employ, and advance in employment, disabled veterans, recently separated
nat Employment Practices can be	EMPLOYERS HOLDING FEDERAL	veterans (i.e., within three years of discharge or release from active duty) active duty wartime or campaign badge

ed under Federal law from discrimination on the	
g bases:	Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under
, Color, Religion, Sex,	OFCCP's authorities should contact immediately:
al Orientation, Gender Identity, nal Origin	The Office of Federal Contract Compliance Programs (OFCCP)

xecutive Order 11246, as amended, prohibits
mployment discrimination by Federal contractors based
n race, color, religion, sex, sexual orientation, gender
entity, or national origin, and requires affirmative
ction to ensure equality of opportunity in all aspects of

, or national origin, and requires affirmative	
to ensure equality of opportunity in all aspects of	If you are deaf, hard of hearing, or have a speech
yment.	disability, please dial 7-1-1 to access telecommun
	relay services OECCP may also be contacted by

#### PROGRAMS OR ACTIVITIES **RECEIVING FEDERAL FINANCIAL** ASSISTANCE

# Race, Color, National Origin, Sex

Federal contractors under these Federal laws

relay services. OFCCP may also be contacted by submitting a question online to OFCCP's Help Desk

and on OFCCP's "Contact Us" webpage at

https://www.dol.gov/agencies/ofccp/contact

at https://ofccphelpdesk.dol.gov/s/, or by calling an

OFCCP regional or district office, listed in most telephone

directories under U.S. Government, Department of Labo

U.S. Department of Labor 200 Constitution Avenue, N.W.

Washington, D.C. 20210 1-800-397-6251 (toll-free)

In addition to the protections of Title VII of the Civil Right 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 nination 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 rohibits employment discrimination on the basis of sex ir educational programs or activities which receive Federal financial assistance

#### Individuals with Disabilities

eterans' Readjustment Assistance nded, 38 U.S.C. 4212, prohibits ination against, and requires Section 504 of the Rehabilitation Act of 1973, as recruit, employ, and advance ir amended, prohibits employment discrimination on the ed veterans, recently separated

AMBULANCE:	
PHYSICIAN:	
HOSPITAL:	

FIRE DEPARTMENT:

PAT DAT IS UN.			
MONDAY	FRIDAY		
TUESDAY	SATURDAY		
WEDNESDAY	SUNDAY		
THURSDAY			
PAY SCHEDULE IS:			
	SEMI MONTHLY		
	MONTHLY		
•			
PAYCHECKS ARE ISSUED ON THE:			



