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

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

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

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

You have the right to use FMLA leave in one block of time. When it

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 all of the following apply:

lef.: 29 CFR §825.300

PROHIBITIONS

EXEMPTIONS

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

You work for a **covered employer** if **one** of the following applies:

How do I request FMLA leave?

Generally, to request FMLA leave you must:

same reason when requesting additional leave.

Personnel Management or Congress.

Employers are generally prohibited from requiring or requesting any

employee or job applicant to take a lie detector test, and from discharging,

disciplining, or discriminating against an employee or prospective employee

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

The Act permits polygraph (a kind of lie detector) tests to be administered

in the private sector, subject to restrictions, to certain prospective

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

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

employees of private firms who are reasonably suspected of involvement in

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

Discrimination

employer to discriminate against

an individual in violation of the

Cause or attempt to cause an

D. It is unlawful for an employer

to discriminate against any of

his employees or applicants for

employment, for an employment

agency to discriminate against any

individual, or for a labor organization

thereof or applicant for membership

because such individual, member, or

any practice made unlawful by this

Section, or because the individual,

or participated in any manner in an

under the provisions herein.

E. It is unlawful for an employer, labor

investigation, proceeding, or litigation

organization, or employment agency

to print or publish, or cause to be

by such employer or membership

in or any classification or referral

for employment by such a labor

organization, or relating to any

If you believe you have been discriminated

1-888-248-0859 or visit us at www.gov.state.

Every employer, employment agency, and labor

conspicuous places upon its premises a notice

Commission, setting forth information as the

department deems appropriate to effectuate the

organization shall post and keep posted in

to be prepared by the Louisiana Workforce

LOUISIANA

WORKFORCE

COMMISSION

www.laworks.net

against, please contact the Louisiana

Commission on Human Rights at

la.us/HumanRights/humanrights

Acts 1997, No. 1409, §1

LSA-R.S. 51:2231(c)

purposes of this Part.

R.S. 23:352, 354

Revised April 2010

printed or published, any notice or

advertisement relating to employment

classification or referral for employment

by such employment agency indicating

any preference, limitation, specification

or discrimination based on sickle cell

member, or applicant for membership

has made a charge, testified, assisted

applicant for membership has opposed

to discriminate against any member

a workplace incident (theft, embezzlement, etc.) that resulted in economic

for refusing to take a test or for exercising other rights under the Act.

private individuals engaged in national security-related activities.

pharmaceutical manufacturers, distributors and dispensers.

loss to the employer

Sickle Cell Trait

Prohibition of sickle

exceptions

cell trait discrimination;

It is unlawful for an employer to

engage in any of the following

Fail or refuse to hire, or to

discharge, any individual or

or privileges of employment,

because such individual has

Limit, segregate, or classify his

employees in any way which

any individual of employment

adversely affect his status as

an employee, because such

individual has sickle cell trait.

Reduce the wage rate of any

the provisions herein.

It is unlawful for an employment

agency to fail to refer or refuse to

refer for employment, or otherwise to

discriminate against, any individual

because such individual has sickle

cell trait, or to classify or refer for

employment any individual on the

It is unlawful for a labor organization

to engage in any of the following

1. Exclude or expel from its

discriminate against, any

Limit, segregate, or classify its

to refer or refuse to refer for

employment any individual in

tend to deprive any individual

of employment opportunities.

opportunities, or otherwise

adversely affect his status as

an employee or as an applicant

for employment, solely because

such individual has sickle cell

individuals with disabilities. 1-800-259-5154 (TDD)

or limit such employment

any way which would deprive or

membership, or classify or fail

individual because of sickle cell

basis that such individual has sickle

employee in order to comply with

opportunities, or otherwise

would deprive or tend to deprive

sickle cell trait

otherwise discriminate agains

any individual with respect to his

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

Follow your employer's normal policies for requesting leave.

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 provided

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

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.

EXAMINEE

ENFORCEMENT

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

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.

on the same basis as if you had not taken leave, and Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave Your employer cannot interfere with your FMLA rights or threater

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

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

Continue your group health plan coverage while you are on leave

or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your employer must confirm whether you are eligible or not eligible for FMLA leave. If your employer

determines that you are eligible, your employer must notify you in About your FMLA rights and responsibilities, and How much of your requested leave, if any, will be FMLA-protected

Call 1-866-487-9243 or visit dol.gov/fmla to learn more.



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

assess civil penalties against violators. Employees or job applicants may

results disclosed to unauthorized persons.

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER

WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.

Age Discrimination

The prohibitions herein listed shall be limited

A. It is unlawful for an employer to engage in

against any individual with respect to his

empensation, or his terms, conditions, or

privileges of employment because of the

eprive or tend to deprive any individual

or otherwise to discriminate against, any

individual because of the individual's age.

or to classify or refer for employment any

individual on the basis of the individual's

C. It is unlawful for a labor organization to

Exclude or expel from its membership.

individual because of his age.

Limit, segregate, or classify its

membership, or to classify or fail or

refuse to refer for employment any

individual, in any way which would

deprive or tend to deprive any individual

of employment opportunities, or would

limit such employment opportunities or

otherwise adversely affect his status

as an employee or as an applicant for

Cause or attempt to cause an employer

violation of the provisions herein.

to discriminate against an individual in

employment, because of the individual's

engage in any of the following practices:

or otherwise to discriminate against any

of employment opportunities or otherwise

Fail or refuse to hire, or to discharge,

any of the following practices:

2. Limit, segregate, or classify his

employees in any way which would

ndividual's age.

to individuals who are at least forty years

also bring their own court actions.

WH1420 REV 04/23

Where can I find more information?

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



Independent Contractor or Employee?

la.gov.

Federal Law.

It is a violation of this law for employers to

retaliate against anyone who asserts their

rights under the law. Retaliation subjects an

employer to civil penalties, a lawsuit or both. If

you have questions about whether you are an

employee or independent contractor, or you

want to file a complaint, call the Louisiana

Workforce Commission Fraud Hotline at

If you are an independent contractor, you

must pay all taxes required by Louisiana and

Pursuant to Louisiana Employment Security

misclassifying a worker as an independent

Fines of up to \$2500 per misclassified

Law R.S. 23:1711 (G): Penalties for

worker per instance.

Imprisonment for up to 90 days.

the state for three years.

Prohibited from contracting with any

state agency or political subdivision of

Independent Contractors:

Employer Consequences:

1-(833)-708-2866 or email UITaxfraud@lwc

ATTENTION ALL EMPLOYEES. EMPLOYERS. INDEPENDENT **CONTRACTORS AND**

SUBCONTRACTORS: The law says that you are an employee unless: You are free from direction and control

in performing your job, AND You perform work that is not part of the usual work done by the business that hired you **OR** is not performed on the

business's premises. AND You are customarily engaged in an independently established trade, occupation, profession or business.

Your employer cannot consider you to be an independent contractor unless all three of these facts apply to your work. IT IS AGAINST THE LAW FOR AN EMPLOYER TO MISCLASSIFY

EMPLOYEES AS INDEPENDENT CONTRACTORS OR PAY **EMPLOYEES OFF THE BOOKS. Employee Rights:**

If you are an employee, you are entitled to: Unemployment benefits, if unemployed through no fault of your own, able to work, and meet other eligibility Workers' Compensation benefits for on-

the-job injuries

R.S. 23:1711 September 2021 (February 2022)

This notice must be posted in a

nformation to effectuate this purpose

INUISIANA iiiii WORKFORCE COMMISSION

An Equal Opportunity Employer Program. Auxiliary aids and services are available upon request to individuals with disabilities. 1-800-259-5154 (TDD)

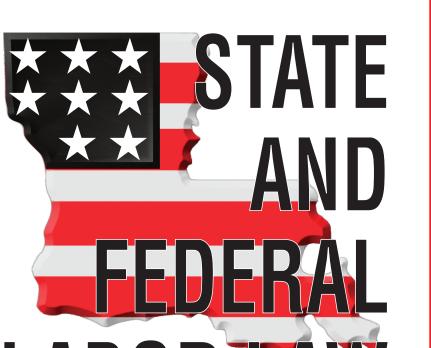
Reasonable Accommodations

 Providing scheduled and more frequent or longer compensated break periods; Providing more frequent bathroom breaks; Providing a private place, other than a bathroom stall, for the purpose of expressing breast milk;

Acquiring or modifying equipment or devices necessary for performing essential job functions; or

In addressing an employee's pregnancy, childbirth, or related medical condition, Louisiana employers may

Refuse to select her for a training program leading to promotion, provided she is able to complete the training program at least three months prior to the anticipated date of departure for her pregnancy leave; Discharge her from employment or from a training program leading to promotion; Discriminate against her in compensation or in terms, conditions, or privileges of employment; Deny the same benefits and privileges of employment given other non-pregnant persons, including the



adversely affect his status as an employee because of the individual's age. F. It is not unlawful for an employer, employment agency, or labor organization Reduce the wage rate of any employee to engage in any of the following practices: in order to comply with the requirements 1. Take any action otherwise prohibited under Subsection A, B, C, or E, where age is a bona fide occupational qualification It is unlawful for an employment agency reasonably necessary for the normal to fail or refuse to refer for employment operation of the particular business, or

where the differentiation is based on reasonable factors other than age. 2. Take any action otherwise prohibited under Subsection A, B, C, or E to observe the terms of a bona fide employee benefit plan, such as retirement, pension, or insurance plan, which is not a subterfuge to evade the purpose herein except that no such

employee benefit plan shall excuse the

membership has made a charge, testified,

assisted, or participated in any manner in

an investigation, proceeding, or litigation

organization, or employment agency to

print or publish, or cause to be printed or

published, any notice or advertisement

relating to employment by the employer

or membership in or any classification

or referral for employment by such an

preference, limitation, specification, or

employment agency indicating any

discrimination based on age.

E. It is unlawful for an employer, labor

3. Discharge or otherwise discipline an individual for good cause

failure to hire any individual.

Acts 1997, No. 1409 If you believe you have been discriminated

nmission on Human Rights at 1-888-248-0859 or visit us at www.gov.state.la.us/Human Rights/humanrightshome.htm. LSA-R.S. 51:2231(c) Every employer, employment agency, and labor organization shall post and keep posted in conspicuous places upon its premises, setting

forth information to effectuate this purpose.

against, please contact the Louisiana

R.S. 23:311, 312 Revised April 2010



COMMISSION www.laworks.net

An Equal Opportunity Employer Program. Auxiliary aids and services are available upon request to

D. It is unlawful for an employer to discriminate against any of his employees or applicants for employment, for an employment agency to discriminate LOUISIANA against any individual, or for a labor organization to discriminate against any member thereof or applicant for

membership because the individual. member, or applicant for membership has opposed any practice made unlawful by this Section, or because

such individual, member or applicant for

WORKFORCE

An Equal Opportunity Employer Program. Auxiliary aids and services are available upon request to individuals with disabilities 1-800-259-5154 (TDD)

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.
- job hazards, including all hazardous substances in your workplace. Request a confidential OSHA inspection

Receive information and training on

- 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.

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.



1-800-321-OSHA (6742) • TTY 1-877-889-5627 • www.osha.gov

Non-Discrimination

Louisiana employers who employ more than twenty-five employees for each working day in each of twenty or more calendar weeks in the current or preceding calendar year are prohibited from discriminating against an applicant for employment or an employee with medical needs causing limitations arising from pregnancy, childbirth, and related medical conditions.

Louisiana employers have a general duty to reasonably accommodate an employee's physical limitations caused by her pregnancy, unless the employer can demonstrate the accommodation would pose an undue hardship on the operation of its business. "Reasonable accommodation" may include

Modifying food or drink policy

Assistance with manual labor and limits on lifting; Temporarily transferring the employee to a less strenuous or hazardous vacant position, if qualified Providing job restructuring or light duty, if available;

Employer Obligations

Deny leave to her for a reasonable amount of time; Refuse to transfer her to a less strenuous or hazardous position, if so requested and if a policy, practice, or collective bargaining agreement is in place authorizing such a transfer. The provisions of law detailed herein may be found in La. R.S. 23:341 and 23:342.

La. R.S. 23:342 states that this notice shall be posted in a conspicuous place in an area that is accessible to

www.laworks.net



Out-of-State

Motor Vehicles

A. Any person who is a resident of a state which requires

- registration of the motor vehicle or motor vehicles of a person who is employed in that state within thirty days of such employment, and who is employed in and maintains a residence in Louisiana and who operates one or more vehicles on the public streets and roads in Louisiana shall apply for a certificate of registration for each of those vehicles within thirty days of the date on which the person was employed in Louisiana.
- Each employer in this state shall notify each person employed by that employer of the requirement of Subsection A of this Section. The notice shall be by direct communication at the time of employment and by posting a notice in a prominent location at the place of employment.
- to members actively serving in the armed forces of the United States. This notice must be posted in a conspicuous place, setting forth Acts 1993, No. 765, §1. information to effectuate this purpose

The provisions of this Section shall not be applicable



An Equal Opportunity Employer Program. Auxiliary aids and services are available upon request to individuals with disabilities. 1-800-259-5154 (TDD)

Timely Payment of Wages

Your employer has a duty to inform you at the time of your hire what your wage rate will be, how often you will be paid and how you will be paid, and of any subsequent changes thereto.

If your employer should, for reasons within his control, fail to pay you according to that agreement, you must first lodge a complaint with

If no action is taken to resolve your complaint, you may report the

violation to the Louisiana Workforce Commission This notice must be posted in a

conspicuous place, setting forth

POLICE:

OSHA:

POISON CONTROL:



An Equal Opportunity Employer Program. Auxiliary aids and services are available upon request to individuals with disabilities. 1-800-259-5154 (TDD)

EMERGENCY NUMBERS CALL 911

AMBULANCE: PHYSICIAN: HOSPITAL: FIRE DEPARTMENT:

Pregnancy Rights of Employees

Making existing facilities readily accessible to and usable by an applicant or employee with covered

Providing seating or allowing the employee to sit more frequently if the job requires the employee to

taking of disability or sick leave made available to temporarily disabled employees;

Complaints arising from these provisions of law may be made to the Louisiana Commission on Human Rights

ii WORKFORCE



Duties of employees and employers

Revised July 2004

R.S. 47:501.1



information to effectuate this purpose.



Discharge, firing, or lay-off

If you make a false statement knowing it to be false or intentionally fail to disclose an important fact in order to

Penalties

EMPLOYEE RIGHTS

UNDER THE FAIR LABOR STANDARDS ACT

FEDERAL MINIMUM WAGE

The law requires employers to display this poster where employees can readily see it.

Workers' Compensation

the delay or failure to give notice.

which you would be required to attend.

Physicians

Formal Claim

Information

telephone (225) 342-7555.

Name and Address of Insurance Company

Unemployment Insurance

You may also be disqualified:

you are interested.

or the United States

A notice so given shall not be held invalid because of any inaccuracy in stating the

was in fact misled to his detriment thereby. Failure to give notice may not harm the

In the event you are injured, you are entitled to select a physician of your choice for

treatment. The employer may choose another physician and arrange an examination

In order to preserve your right to benefits under the Louisiana Workers' Compensation

Law, you must file a formal claim with the Office of Workers' Compensation Administration within one year after the accident if payments have not been made or

If you desire any information regarding your rights and entitlement to benefits as

prescribed by law, you may call or write to the Office of Workers' Compensation

For any week with respect to which the Administrator

or other premises at which you are or were last

2 For any week with respect to which or a part of which

finds that your unemployment is due to a labor strike

which is in active progress at the factory, establishment

employed, and in which you are participating, or in which

you have received or are seeking unemployment benefits

under an unemployment insurance law of another state

3 For any week with respect to which or a part of which you

are receiving or have received other remuneration (i.e.,

Workers' Compensation, pensions, vacation pay, wages

Administration, Post Office Box 94040, Baton Rouge, Louisiana 70804-9040 or

within one year after the last payment of weekly benefits

time, place, nature or cause of injury, or otherwise, unless it is shown that the employer

employee if the employer knew of the accident or if the employer was not prejudiced by

INFORMATION

civil money penalties may be assessed for each child labor violation that results in the death or

workers who file a complaint or participate in any proceeding under the FLSA.

Mariana Islands, and the Commonwealth of Puerto Rico.

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

Certain occupations and establishments are exempt from the minimum wage, and/or overtime

Special provisions apply to workers in American Samoa, the Commonwealth of the Northern

Some state laws provide greater employee protections; employers must comply with both.

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

Certain full-time students, student learners, apprentices, and workers with disabilities may be

Notice shall be given by delivering

R.S. 23:1302 states that this notice

should be posted in a convenient

and conspicuous place in the

employer's place of business

LOUISIANA

iilii WORKFORCE

COMMISSION

To file a new unemployment

or to get answers about your

online, visit us on the Web at

Unemployment Insurance

If you do not have access

to the internet, or prefer to

Insurance claim by phone,

call the Unemployment

Insurance Call Center at

manage your Unemployment

claim, reopen an existing

unemployment benefits,

claim, file for weekly

www.laworks.net

1-866-783-5567

www.laworks.net

Revised May 2003

it or sending it by certified mail or

return receipt requested to

Employer Representative

Employer

Some employers incorrectly classify workers as "independent contractors" when they are

pay provisions. Certain narrow exemptions also apply to the pump at work requirements.

OVERTIME PAY At least 1½ times the regular rate of pay for all hours worked over 40 in a workweek.

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

ENFORCEMENT The Department has authority to recover back wages and an equal amount in liquidated damages

You should report to your employer any occupational disease or personal injury that is

In case of an occupational disease, all claims are barred unless the employee files a

the employee knows or has reasonable grounds to believe that the disease is

dependent(s) file a claim with the deceased employee's employer within one year of:

In case of injury or death caused by a work-related accident, an injured employee

or any person claiming to be entitled to compensation either as a claimant or as a

representative of a person claiming to be entitled to compensation, must give notice to the employer within 30 days of the injury. If notice is not given within 30 days, no

payments will be made for such injury or death. In addition, any fraudulent action by the employer, employee, or any other person for the purpose of obtaining or defeating any

benefit or payment of workers' compensation shall subject such person to criminal as

The above mentioned notice should be filed with the employer at the address shown to

Your employer is subject to the Louisiana Employment Security

Law and is required to post this notice in a conspicuous place. Your

employer has contributed to the Louisiana Trust Fund from which

benefits are paid. No amount of contributions to the Trust Fund is

You may be eligible to receive unemployment insurance benefits

You are able to work, available for work, and actively conducting

You have been paid wages by employers subject to the Louisiana

Employment Security Law during your base period in an amount

You may be disqualified from drawing benefits on your claim if:

substantial change made to the employment by the employer.

You have been discharged for misconduct connected with your

You fail without good cause to: (a) apply for available suitable

You have been discharged for the use of illegal drugs.

work, (b) accept suitable work when offered, or (c) return to your

An Equal Opportunity Employer Program. Auxiliary aids and services are available upon request to individuals with disabilities. 1-800-259-5154 (TDD)

the date the claimant has reasonable grounds to believe that the death resulted

work-related, even if you deem it to be minor.

claim with his/her employer within one year of the date that:

the employee is disabled as a result of the disease.

Occupational Disease or Death

from occupational disease.

Notice to Workers

deductible from your earnings.

You are unemployed.

Disqualification

2 You have registered for work.

sufficient to qualify you under the law.

customary self-employment when directed

provided:

Total Unemployment

Filing Notice

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

Employers of "tipped employees" who meet certain conditions may claim a partial wage credit

of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an

based on tips received by their employees. Employers must pay tipped employees a cash wage

employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equa

breast milk for their nursing child for one year after the child's birth each time the employee needs

o express breast milk. Employers must provide a place, other than a bathroom, that is shielded

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

from view and free from intrusion from coworkers and the public, which may be used by the

certain work hours restrictions. Different rules apply in agricultural employment.

receive or increase a benefit amount, you shall be disqualified for not more than the 52 weeks which immediately follow the week in which such determination is made and shall not be entitled to further benefits until cash repayment has been made or the claim for repayment has prescribed. You have left work voluntarily without good cause attributable to a In addition, the law provides: Whoever makes a false

in lieu of notice, or severance pay).

statement or representation to the Agency knowing it to be false, or knowingly fails to disclose a material fact to obtain or increase any benefit or other payment under this Chapter, or under an employment security law of any other State, or the Federal Government, or of a foreign government, either for himself or for any other person, shall be guilty of a misdemeanor, and shall be fined not less than \$50 nor more than \$1,000 or imprisoned for not less than 30 days nor more than 90 days, or both, in the discretion of the court. Each such false statement or representation or failure to disclose a

material fact shall constitute a separate offense

This notice must be posted in a convenient and conspicuous place in the employer's place of business

Revised January 2009



Genetic Discrimination 6. "Preventative cancer screening" means

Genetics in the Workplace

Louisiana law forbids genetic discrimination and limits genetic testing in the workforce. Employers also must grant one day's leave of absence from work to obtain enetic testing or preventative cancer screening. Employees must provide at least 15 days notice prior to the leave and make a reasonable effort to schedule the leave so as not to unduly disrupt the employer's share the results of genetic testing or a preventative cancer screening with the employer. The employer is not required to provide paid time off for the leave,

Definitions

but shall permit the employee to use any accrued

Key terms are used to establish specific genetic liscrimination and privacy protections. They are as "Genetic monitoring" is the periodic examination material that may have developed in the course of employment due to exposure to toxic substances in

2. "Genetic services" are defined as the health

services provided to obtain, assess, or interpret

genetic information for diagnostic or therapeutic

irposes, or for genetic education or counseling.

"Genetic test" means the analysis of human DNA, RNA, chromosomes, and those proteins and netabolites used to detect heritable or some somatic disease related genotypes or karyotypes for clinical purposes. It must be generally accepted in the cientific and medical communities to qualify under 4. "Labor organization" means any organization which exists for the purpose of collective bargaining with employers concerning grievances, terms, or conditions of employment, or other mutual aid or

rotection in relation to employment or any agent

. "Medically necessary" means those healthcare

services that are in accordance with evidence-based

medical standards or that are considered by most

physicians or independent licensed practitioners

ithin the community to be the standard of care.

acting for such an organization.

there is a request for, or receipt of, genetic services shall be permitted in the workplace. If you believe you have been discriminated against, please conta the Louisiana Commission on Human Rights at (225) 342-6969, visit us at www.gov.louisiana.gov/page/lchr. LSA-R.S. 51:2231(c) This notice must be posted in a conspicuous place, setting for formation to effectuate this purpose. R.S. 23:302; R.S. 23:368

An Equal Opportunity Employer Program. Auxiliary aids and services are available upon request to individuals with disabilities. 1-800-259-5154 (TDD

healthcare services necessary for the detection of

cancer in an individual, including but not limited to

magnetic resonance imaging, ultrasound, or some

"Protected genetic information" is information

about the genetic tests of an individual or that of an

individual's family members, or the occurrence of a

Louisiana law also provides that an employe

labor organization or employment agency shall

not discriminate on the basis of protected genetic

information, and an employer, labor organization

apprenticeship, on-the-job training, or other training

program shall not discriminate on the basis of

An employer, labor organization or employment

agency may request protected genetic information

with an offer of employment in limited circumstances

genetic information under limited circumstances i

They may request, collect or purchase protected

or joint labor management committee controlling

members of the individual.

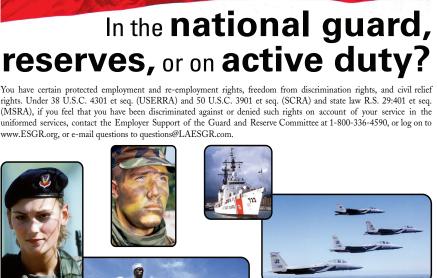
Nondiscrimination

iiii WORKFORCE COMMISSION The Department of Labor

www.laworks.net

LOUISIANA





Honoring your service.

Earned Income Credit

Notice to Employees of Federal Earned Income Tax Credit (EIC) If you make \$57,000* or less,

your employer should notify you at the time of hiring of the potential availability of Earned Income Tax Credits. Earned Income Tax Credits are reductions in federal income tax liability for which you may be eligible if you meet certain requirements. Additional information and forms for these programs can be obtained from your employer or the Internal

*Earned Income and adjusted gross income (AGI) must each be less than:

 \$56,838 (\$63,698 married filling jointly) with three or more qualifying children

• \$52,918 (\$59,478 married filing jointly) with two qualifying children

Revenue Service.

• \$46,560 (\$53,120 married filing jointly) with one qualifying child

• \$17,640 (\$24,210 married filing jointly)

with no qualifying children

You may claim the Earned Income Credit on Visit the IRS on the Form 1040 and add Schedule EIC if you have Web at www.irs.gov or children.

If you need more information regarding the

EITC or to check on updates, you should

contact the IRS at 1-800-829-1040 or visit the

IRS Website at www.irs.gov. Additional EITC resources are also available at the IRS EITC https://www.irs.gov/credits-deductions/individuals/earnedincome-tax-credit-eito

> Every employer shall keep conspicuously posted in or about the premises wherein any worker is employed, a printed copy or abstract R.S. 23:15, 23:1018.2

1-800-829-1040.

ilii Workforce COMMISSION COMMISSION www.laworks.net

What Organizations are Covered

an EEOC field office (information at www.eeoc.gov/field-office)

EMPLOYERS HOLDING FEDERAL CONTRACTS

OR SUBCONTRACTS

What can You Do if You Believe Discrimination has Occurred?

Know Your Rights: Workplace Discrimination is Illegal

Asking About, Disclosing, or Discussing Pay cutive Order 11246, as amended, protects applicants and employees ractors from discrimination based on inquiring about, disclosing, or dis compensation or the compensation of other applicants or employees PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE Race, Color, National Origin, Sex In addition to the protections of Title VII of the Civil Rights Act of 1964, as amende 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 discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where emplement discrimination covered areas once discrimination is not within the control of the control of the control of the control of the provision of the provis pay, fringe benefits, job training, classification, referral, and other aspects

If you are deaf, hard of hearing, or have a speech disability, please dial 7-1-

TO REORDER CALL: 1-800-817-7678





Race, Color, Religion, Sex, Sexual Orientation, Gender Identity,