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

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

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

State employees may be subject to certain limitations in pursuit of

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

direct lawsuits regarding leave for their own serious health conditions

Most federal and certain congressional employees are also covered

· 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.

How do I request FMLA leave?

Generally, to request FMLA leave you must:

same reason when requesting additional leave.

Personnel Management or Congress.

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

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

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

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

- If you are eligible for FMLA leave, your **employer** <u>must</u>: You work for a **covered employer** if **one** of the following applies: Allow you to take job-protected time off work for a qualifying You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar
 - Continue your group health plan coverage while you are on leave 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

What does my employer need to do?

Your employer cannot interfere with your FMLA rights or threaten 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

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





WH1420 REV 04/23

UNEMPLOYMENT INSURANCE FOR EMPLOYEES

Your job with this employer is covered by Georgia Employment Security Laws. 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 eligibility 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

Georgia Employment Security Laws state for each week you request unemployment benefits, you must: • Be UNEMPLOYED, ABLE to work, AVAILABLE for work, ACTIVELY SEEKING WORK, and be willing to accept suitable work immediately

· Register for employment services at worksourcegaportal.com · Report weekly work search contacts, all gross earnings each week, and any job refusal.

COBB/CHEROKEE

COVINGTON

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

LAGRANGE



DOL-810 (R-07-24)

THOMASVILLE

TIFTON

TOCCOA

CHILD LABOR

TIP CREDIT

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 INFORMATION

work requirements. 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 · 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

WAGE AND HOUR DIVISION UNITED STATES DEPARTMENT OF LABOR www.dol.gov/agencies/whd

1-866-487-9243

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.

PROHIBITIONS

- Employers are generally prohibited from requiring or requesting any **EXAMINEE** employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for exercising other rights under the Act.
- Federal, State and local governments are not affected by the law. Also, the **EXEMPTIONS** 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

pharmaceutical manufacturers, distributors and dispensers. The 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

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

ENFORCEMENT

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 results disclosed to unauthorized persons. The Secretary of Labor may bring court actions to restrain violations and

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.



EQUAL PAY FOR EQUAL WORK ACT

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 for comparable work on jobs which require the same or essentially the same knowledge, skill, effort and responsibility unjustly discriminates against the person 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

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:**

No employer having employees subject to any provisions of this section shall discriminate, within any

A seniority system;

2. A merit system;

3. A system which measures earnings by quantity or quality of production, or

4. A differential based on any other factor other 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.

employee in violation of the provisions of this Chapter. It shall be unlawful for any person to discharge or in any other manner discriminate against any employee covered by this Chapter because such employee has made a complaint against the employer or any other 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.)

It shall also be unlawful for any person to cause or attempt to cause an employer to discriminate against any

Commissioner of Labor

Bato

Georgia Department of Labor Office of Equal Opportunity 148 Andrew Young International Blvd., N.E.

FOR INFORMATION ON EQUAL PAY FOR EQUAL WORK ACT, CONTACT:

Atlanta, Georgia 30303-1751 Phone: 1.877.709.8185

> An Equal Opportunity Employer/Program

Ref.: O.C.G.A. §34-5-7

DOL-4107 (R-07-24)



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.

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

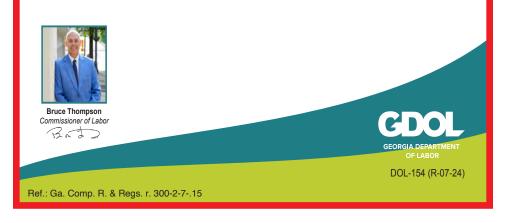


When you are on:

VACATION UNEMPLOYMENT

- Paid vacation
- Unpaid vacation, up to two weeks in a calendar year if provided by:
- Established employer custom, practice, or policy;
- Announced at least 30 days before the beginning

PARAGRAPH (3)(A) of OCGA SECTION 34-8-195







Who is Protected?

Employees (current and former), including

coceeding interference, coercion, or threats related to exercising rights regarding disability discrimination or pregnancy accommodal. What Employment Practices can be Challenged as Discriminatory? Il aspects of employment, including: or a disability; pregnancy, childbirth, or related dedical condition; or a sincerely-held religious elief, observance or practice

or someone assisting or encouraging someor else to exercise rights, regarding disability

Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin opportunity in all aspects of employment Asking About, Disclosing, or Discussing Pay Executive Order 11246, as amended, protects Section 503 of the Rehabilitation Act of 1973

EMPLOYERS HOLDING FEDERAL

Individuals with Disabilities romotion, discharge, pay, fringe benefits, job raining, classification, referral, and other aspe Section 504 of the Rehabilitation Act of 1973, as mended, prohibits employment discrimination he basis of disability in any program or activity the essential functions of the job. against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing

PROGRAMS OR ACTIVITIES

Race, Color, National Origin, Sex

ASSISTANCE

EMERGENCY NUMBERS CALL 911

POLICE: AMBULANCE: PHYSICIAN: HOSPITAL:



PAY DAY NOTICE PAY DAY IS ON:

☐ FRIDAY

■ SATURDAY

□ SEMI MONTHLY

☐ SUNDAY

PAY SCHEDULE IS: ■ WEEKLY

FIRE DEPARTMENT:

POISON CONTROL:

OSHA:

■ MONDAY

☐ TUESDAY

■ WEDNESDAY

☐ THURSDAY

□ BIWEEKLY ☐ MONTHLY

PAYCHECKS ARE ISSUED ON THE:

Compliance Poster Company™

INSURANCE IS NOT PAYABLE

- Leave of absence at your own request
- Employment contract or agreement, or by:
- of the scheduled period



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. Work injuries and occupational diseases should be reported in writing whenever possible. The worker may lose the

TO THE EMPLOYER BY ADVISING THE EMPLOYER PERSONALLY.

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.

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: Phone:

• This box is checked if additional physicians are listed on separate sheet IF YOU HAVE QUESTIONS 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 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 and §34-9-19).

Ref.: O.C.G.A. §34-9-81.1

WC-BILL OF RIGHTS

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 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. 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, 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. You are entitled to weekly income 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. 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 jobrelated 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)
- 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 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.
- benefit of not more than \$533.33 per week for no longer than 350 Your dependent(s), in the event you die as a result of an on-thejob accident, will receive burial expenses up to \$7,500 and twothirds of your average weekly wage, but not more than \$800 per

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

- 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. If you do not receive benefits when due, the insurance carrier/
- employer must pay a penalty, which will be added to your The State Board of Workers' Compensation will provide you with information regarding how to file a claim and will answer any other questions

Ref.: O.C.G.A. §34-9-81.1

Employee's Responsibilities

policies and procedures of the employer. 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

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
- 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.
- 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
- 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

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

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

WILLFULLY 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 AND §34-9-19)

TO REORDER CALL: 1-800-817-7678

FEDERAL MINIMUM WAGE

EMPLOYEE RIGHTS

UNDER THE FAIR LABOR STANDARDS ACT

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

The law requires employers to display this poster where employees can readily see it. **OVERTIME PAY** At least 1½ times the regular rate of pay for all hours worked over 40 in a workweek.

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 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

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.

· Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions. Certain narrow exemptions also apply to the pump at

PANEL OF PHYSICIANS

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

OFFICIAL NOTICE

AN AGENT, REPRESENTATIVE, BOSS, SUPERVISOR, OR FOREMAN.

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

A worker injured on the job must select a doctor from the list below. The minimum panel shall consist of at least six

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:

(Additional doctors may be added on a separate sheet)

WC-P1 (7/2023)

GEORGIA STATE BOARD OF WORKERS' COMPENSATION BILL OF RIGHTS FOR THE INJURED WORKER 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,

- If you believe you are due benefits and your insurance carrier/ employer denies these benefits, you must file a claim within one
- 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
- 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.

or appellate division hearing is perjury.

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

REVISION 07/2023 WC-BILL OF RIGHTS

WWW.COMPLIANCEPOSTER.COM



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