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 FMLA leave is **not paid leave**, but you may choose, or be required

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

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:
- 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:
- 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, Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including You work for a public agency, such as a local, state or federal shift and location, at the end of your leave government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel

How do I request FMLA leave? Generally, to request FMLA leave you must:

 Follow your employer's normal policies for requesting leave. · 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

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 same reason when requesting additional leave.

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 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 Personnel Management or Congress.

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

determines that you are eligible, your employer must notify you in

you are eligible or not eligible for FMLA leave. If your employer

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

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

lef.: 29 CFR §825.300

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 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 private individuals engaged in national security-related activities. The Act permits polygraph (a kind of lie detector) tests to be administered

> pharmaceutical manufacturers, distributors and dispensers. employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic

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

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

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.



WORKER'S COMPENSATION NOTICE

Your employer is required to provide for payment of benefits under the Worker's Compensation Act of the State of Indiana.

Any employee who is injured while at work should report the injury immediately to their supervisor, employer, or designated representative.

The workers' compensation insurance carrier or the administrator for

(name of company) (name of insurance carrier or administrator) (name of carrier/administrator) (mailing address) (city, state, zip) (telephone number) (contact person)

For more information about rights or procedures under the Indiana Worker's Compensation system, call or write:

> Worker's Compensation Board of Indiana Ombudsman Division 402 W. Washington St., Rm W196 Indianapolis, IN 46204 (317) 232-3808 1-800-824-2667

Ref.: IC 22-3

Indiana Worker's Compensation Board

SAFETY AND HEALTH PROTECTION ON THE JOB

The intent of the Indiana Occupational Safety and Health Act of 1974, Indiana Code 22-8-1.1, is to assure, so far as possible, safe and healthful working conditions for the workers in the State.

The Indiana Department of Labor has primary responsibility for administering and enforcing the Act and the safety and health standards promulgated under its provisions.

Requirements of the Act include the following:

Each employer shall establish and maintain conditions of work which are reasonably safe and healthful for employees and free from recognized hazards that are causing or likely to cause death or serious physical harm to employees. The Act further requires that employers comply with the Occupational Safety and Health Standards, Rules, and Regulations.

All employees shall comply with Occupational Safety and Health Standards and all rules, regulations, and orders issued under the Act, which are applicable to their own actions and conduct.

The Act requires that an opportunity be provided for employees and their representatives to bring possible safety and health violations to the attention of the Department of Labor inspector in order to aid the inspection. This requirement may be fulfilled by allowing a representative of the employees and a representative of

the employer to accompany the inspector during inspection. Where there is no employee representative, the inspector shall consult with a reasonable number of employees. **COMPLAINT:** Employees have the right to file a complaint with the Department of Labor. There shall be an inspection where reasonable grounds exist for the Department of Labor to believe there may be a hazard.

The Act provides that no employer shall discharge, suspend, or otherwise discriminate in terms of conditions of employment against any employees for their failure or refusal to engage in unsafe practices or for filing a complaint, testifying, or otherwise

Unless permission is given by the employees complaining to

release their names, they will be withheld from the employer.

Telephone Number (317) 232-2693.

acting to exercise their rights under the Act. Employees who believe they have been discriminated against may file a complaint with the Department of Labor within 30 days of the alleged discrimination. Please note that extensions of the 30day filing requirement may be granted under certain special circumstances, such as where the employer has concealed or misled the employee regarding the grounds for discharge. However, a grievance-arbitration proceeding, which is pending, would not be considered justification for an extension of the 30day filing period. The Commissioner of Labor shall investigate said complaint and upon finding discrimination in violation of the

Act, shall order the employer to provide necessary relief to the employees. This relief may include rehiring, reinstatement to the job with back pay, and restoration of seniority. All employees are also afforded protection from discrimination under Federal Occupational Safety and Health Act and may file a

alleged discrimination. **VIOLATION NOTICE:** When an alleged violation of any provision of the Act has occurred, the Department of Labor shall promptly issue a written order to the employer, who shall be required to post it prominently at or near the place where the alleged violation occurred until it is

made safe and required safeguards are provided or 3 days,

whichever is longer.

complaint with the U.S. Secretary of Labor within 30 days of the

PROPOSED PENALTIES:

The Act provides for CIVIL penalties of not more than \$7,000 for each serious violation and CIVIL penalties of up to \$7,000 for each non-serious violation. Any employer who fails to correct a violation within the prescribed abatement period may be assessed a CIVIL penalty of not more than \$7,000 for each day beyond the abatement date during which such violation continues. Except as otherwise provided below involving a worker fatality, any employer who knowingly or repeatedly violates the Act may be assessed CIVIL penalties of not more than \$70,000 for each violation and a penalty of not less than \$5,000 shall be imposed for each knowing violation. A violation of posting requirements can bring a penalty of up to \$7,000.

Proposed Penalties in Conjunction with a Worker Fatality An employer who knowingly violates the Act and where any such violation can reasonably be determined to have contributed to an employee fatality, shall be assessed a civil penalty of not less than \$9,472 for each violation and may be assessed a civil penalty of up to \$132,598 for each violation.

VOLUNTARY ACTIVITY: The Act encourages efforts by labor and management, before the Department of Labor inspections, to reduce injuries and illnesses arising out of employment.

The Act encourages employers and employees to reduce workplace hazards voluntarily and to develop and improve safety and health programs in all workplaces and industries.

Such cooperative action would initially focus on the identification and elimination of hazards that could cause death, injury, or illness to employees and supervisors.

The Act provides a consultation service to assist in voluntary compliance and give recommendations for the abatement of cited violations. This service is available upon a written request from the employer to INSafe. Telephone Number (317) 232-2688.

The Act does not cover those hired for domestic service in or about a private home and those covered by a federal agency. Those exempted from the Act's coverage include employees in maritime services, who are covered by the U.S. Department of Labor, and employees in atomic energy activities who are covered by the Atomic Energy Commission.

Under a plan approved March 6, 1974, by the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA), the State of Indiana is providing job safety and health protection for workers throughout the State. OSHA will monitor the operation of this plan to assure that continued approval is merited. Any person may make a complaint regarding the State administration of this plan directly to the OSHA Regional Office, Regional Administrator, Region V, U.S. Department of Labor, Occupational Safety and Health Administration, 230 South Dearborn Street, Chicago, Illinois 60604, Telephone Number

MORE INFORMATION:

INDIANA DEPARTMENT OF LABOR 402 West Washington Street, Room W195 Indianapolis, Indiana 46204 Telephone: (317) 232-2655 (800) 743-3333 TT/Voice: (317) 233-3790 Internet: http://www.in.gov/labor

EMPLOYERS: This poster must be displayed prominently in the workplace.



This Business is Subject to Indiana's Unemployment Insurance Laws

If you lose your job or work less than full time, you may be eligible for unemployment insurance benefits. Information is available on-line at www.in.gov/dwd. Computers are available at any Indiana WorkOne Center.

No deductions are made from employees' pay for unemployment insurance. This employer pays for unemployment insurance.

> www.in.gov/dwd 1-800-891-6499 For TDD/TTY: 317-232-7560

Ref.: IC 22-4

X-11 1-2024

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.

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

INFORMATION

serious injury of any minor employee, and such assessments may be doubled when the violation 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. 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

Special provisions apply to workers in American Samoa, the Comm 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 Certain full-time students, student learners, apprentices, and workers with disabilities may be

Indiana Department of Labor

Indianapolis, IN 46204

(317) 232-2655

402 West Washington St., Rm 195



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

certain work hours restrictions. Different rules apply in agricultural employment

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 expres

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

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 mone

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

www.in.gov/dol INDIANA MINIMUM WAGE LAW

\$7.25 per hour

Indiana law requires this poster to be displayed in a conspicuous place in the area where employees are

Most Indiana employers and employees are covered by the minimum wage and overtime provisions of the federal Fair Labor Standards Act (FLSA); however, those not covered under federal law may still be covered by the Indiana Minimum Wage Law.

Both the federal and Indiana state minimum wage increased from \$6.55 per hour to \$7.25 per hour, effective July 24, 2009. The Indiana Minimum Wage Law generally requires employers to pay employees at least the minimum wage for

all hours worked and to pay employees 1 ½ times their regular rate of pay ("Overtime compensation") when employees work more than forty (40) hours during a work week. However, there are many exceptions to the overtime pay requirement. Most of those exceptions can be found at Indiana Code § 22-2-2-3 (a) – (p).

Indiana law requires every employer subject to the Indiana Minimum Wage Law to furnish each employee a statement of the hours worked by the employee, the wages paid to the employee, and a listing of the deductions made. The Indiana Minimum Wage Law also prohibits pay discrimination on the basis of sex.

Tipped Employees

Generally, employers must pay tipped employees at least \$2.13 per hour if the employer claims a tip credit. If the employee's tips combined with the hourly wage do not equal the minimum wage, the employer must make up the difference.

Training Wage

Indiana employers may pay \$4.25 per hour to employees under 20 years of age for the first 90 consecutive calendar days after the employee is initially employed by the employer.

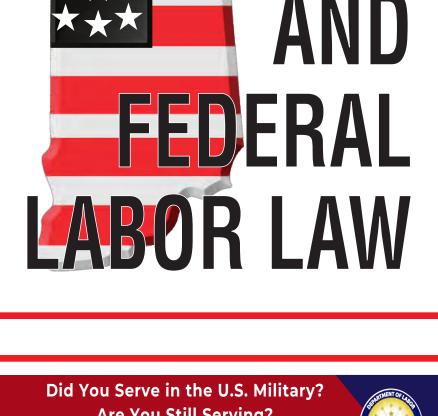
Violations

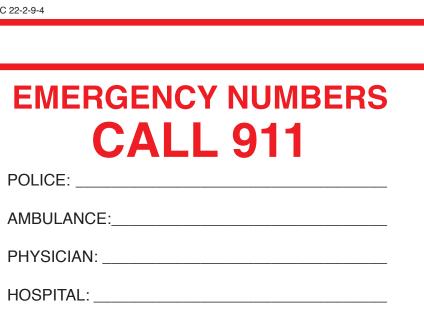
Indiana law provides for both civil and criminal penalties for violation of the Indiana Minimum Wage Law.

For additional information, please contact the Indiana Department of Labor's Wage and Hour Division by email at wagehour@dol.in.gov or phone (317) 232-2655









PAY DAY NOTICE

PAY DAY IS ON: ■ MONDAY

FIRE DEPARTMENT:

POISON CONTROL:

☐ TUESDAY ■ WEDNESDAY ☐ THURSDAY

☐ SATURDAY □ SUNDAY

☐ FRIDAY

PAY SCHEDULE IS: ■ WEEKLY ☐ SEMI MONTHLY □ BIWEEKLY ☐ MONTHLY

PAYCHECKS ARE ISSUED ON THE:



Race | Color | Sex | Disability | Ancestry | Religion | National Origin | Veteran Status

Discriminatory hiring, firing, training, discipline, compensation, promotion and other terms or conditions of employment Denial of equal benefits or privileges Denying a reasonable accommodation to a qualified individual with a disability or an employee with deeply held

Conducting medical examinations (except in limited circumstances) Harassing employees because of their membership in a protected class Retaliating against a person for filing a complaint, testifying at a hearing or assisting in an investigation Failing to hire an applicant based on their status as a veteran





Work Restrictions for Youth Employees

Effective January 1, 2025 Employers of minors who are 14 or 15 years of age are required by law to post the maximum number of hours minors may be permitted to work each day of the week and the hours beginning and ending each day. The information must be posted in a conspicuous place or in places where notices are customarily

Hour Restrictions for 14- and 15-Year Olds

14- and 15-year olds may ONLY work:

3 hours per school day

IC 22-2-18.1-22

Sex (including pregnancy, childbirth, and related medical conditions, sexual orientation, or gender identity)
Age (40 and older)
Disability

Discharge, firing, or lay-off

- 8 hours per non-school day • 18 hours per school week
- 40 hours per non-school week No work before 7AM or after 7PM
- May work until 9PM from June 1 through Labor Day May NOT work during school hours

Some exceptions to these rules may apply. For more information, visit https://www.in.gov/dol/youth- employment/ or scan the QR code below.

Prohibited and Hazardous Occupations

Employees younger than 18 years old shall not work in occupations designated as hazardous by the child labor previsions by the Fair Federal Labor Standards Act of 1938 as amended (29 U.S.C. 201, et seq.).

If an employer employs five (5) or more minors under age 18, the employer must register the minors in the Indiana Youth Employment System (YES).

Registration on the Youth Employment System (YES)

Indiana Department of Labor Youth Employment Division 402 W. Washington St., Room W195 Indianapolis, IN 46204 (317) 232-2655 www.in.gov/dol/youth-employment/



Know Your Rights: Workplace Discrimination is Illegal its nondiscrimination or affirmative action obligations under OFCCP's authorities should contact immediately: Who is Protected? Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, If you are deaf, hard of hearing, or have a speech disability, please dial 7-1-Obtaining or disclosing genetic information What Organizations are Covered? Asking About, Disclosing, or Discussing Pay Executive Order 11246, as amended, protects applicants and employees of contractors from discrimination based on inquiring about, disclosing, or discrimination or the compensation of other applicants or employees. PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE What can You Do if You Believe Discrimination has Occurred? Race, Color, National Origin, Sex In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VII the primary objective of the financial assistance is provision of employment, or where complexent discrimination assesses or many paper discrimination providing. in play, fining be meltis, abules training, classification, referral, and other aspects of many play, fining benefits, play, fining the play of the p

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

info@eeoc.gov

EMPLOYERS HOLDING FEDERAL CONTRACTS

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38

Individuals with Disabilities



83714

Ref.: 610 IAC 9-2-3