

## NOTICE TO EMPLOYEES

### Information on Unemployment Compensation in the District of Columbia

Your employer is subject to the District of Columbia Unemployment Compensation Act and establishes a system of paying unemployment benefits from contributions you pay when you become unemployed through no fault of your own and an existing wage plan. To help determine the unemployment benefits you are entitled to receive, you should first consult the Department of Employment Services (DOES) office nearest you. For more information, you may wish to contact the DOES office nearest you. For more information, you may wish to contact the DOES office nearest you.

If you should be unemployed for your own reasons, you may be entitled to unemployment benefits from the American Labor Bureau (ALB) for up to 26 weeks and an amount up to the amount of the American Labor Bureau benefit.

- American Job Center - Headquarters**  
4050 Minnesota Avenue, N.E.  
Washington, DC 20019  
(202) 747-2323
- American Job Center - Northeast**  
3070 North Dakota Avenue, N.E.  
Washington, DC 20017  
(202) 747-7272
- American Job Center - Northwest**  
Frank S. Rowse Medical Center, 1400 North Dakota Avenue, N.W.  
Washington, DC 20009  
(202) 747-2323
- American Job Center - Southwest**  
3720 Mammie Luther Circle, N.W.  
Washington, DC 20009  
(202) 747-7272

**American Job Center Hours of Operation:**  
Monday - Thursday 9:00 a.m. - 4:30 p.m.  
Friday 9:30 a.m. - 4:30 p.m.

You may apply for benefits through the Internet at [www.does.dc.gov](http://www.does.dc.gov).  
ADP/Workday users may apply the <https://www.does.dc.gov>.  
Employers may use the <https://www.does.dc.gov>.  
Benefits information may be furnished upon request by calling (202) 698-9900.



## Protecting Pregnant Workers Fairness Act Workplace Poster

**Updated: May 14, 2024**  
Know Your Rights in the District of Columbia

The Pregnancy Workers Fairness Act (PWFA) prohibits discrimination against pregnant workers who provide reasonable accommodations to employers unless the employer can demonstrate that the accommodation would cause undue hardship to the employer. The PWFA also prohibits retaliation against employees who request accommodations or file a complaint.

- Types of Accommodations**  
Employers must make reasonable accommodations, including but not limited to:
  - More frequent or longer breaks
  - Time to recover from childbirth
  - Temporarily transferring to an employee to a less strenuous or hazardous position
  - Participating in modified work schedules, such as: o temporarily reducing the employee's position to part-time light duty or a modified sales position
  - Having the employee return from their leave
  - Providing private work space
  - Providing private restrooms

**Prohibited Actions by Employers**  
Employers may not:

- Retain an accommodation unless it would cause significant hardship or expense to the employer
- Take adverse action against an employee for requesting an accommodation
- Deny an employee an opportunity to be employed because of the request or need for an accommodation
- Retain an employee to take leave if a reasonable accommodation can be provided
- Retain an employee to accept an accommodation unless it is necessary to the employer to perform her job.

**Certification from Health Care Provider**  
The employer may require a health care certification from a health care provider indicating a reasonable accommodation is advisable. The certification must:

- 1. State the accommodation requested or will be recommended by the provider.
- 2. Provide a medical condition and need for a reasonable accommodation.
- 3. State the provider's opinion of the accommodation should be provided.

If you believe an employer has violated your reasonable accommodation or has discriminated against you because of your pregnancy, childbirth, or breastfeeding, you should contact the District of Columbia Office of Human Rights (OHR) at (202) 747-2323. The OHR provides free legal assistance to help you understand your rights and options for resolving your complaint. You may also file a complaint with the OHR on your own. The OHR has a website at [www.dches.dc.gov](http://www.dches.dc.gov).

For more information on the PWFA, visit [www.dches.dc.gov](http://www.dches.dc.gov).  
If you have any questions, please contact the District of Columbia Office of Human Rights at (202) 747-2323.

4050 Minnesota Avenue, N.E., Washington, DC 20019  
(202) 747-2323

Department of Employment Services  
**LABOR STANDARDS BUREAU**  
4050 MINNISCOTA AVENUE, N.E. WASHINGTON, DC 20019  
(202) 671-1000 / (202) 671-1929 (fax)

NAME OF BUSINESS COMPANY  
Address:  
Phone:  
NAME OF EMPLOYER  
Address:  
Phone:  
Employee Representative:  
If number of Employer, employee or Employer Form 903

## NOTICE OF COMPLIANCE

You are required to comply with the provisions of the Office of Workers' Compensation (OWC) regarding the benefits of the District of Columbia. This notice is intended to inform you of the benefits available to you and the steps you must take to ensure that you are properly covered.

- 1. You are required to report to your employer and the OWC any change in your status that may affect your benefits.
- 2. You are required to provide the OWC with a copy of your most recent pay stub.
- 3. You are required to provide the OWC with a copy of your most recent W-2 form.
- 4. You are required to provide the OWC with a copy of your most recent Social Security card.
- 5. You are required to provide the OWC with a copy of your most recent driver's license.
- 6. You are required to provide the OWC with a copy of your most recent identification card.
- 7. You are required to provide the OWC with a copy of your most recent passport.
- 8. You are required to provide the OWC with a copy of your most recent birth certificate.
- 9. You are required to provide the OWC with a copy of your most recent marriage certificate.
- 10. You are required to provide the OWC with a copy of your most recent divorce certificate.

NOTICE: Minors of the various provisions of the Workers' Compensation law provide for self-protection.

Employment contract forms are available on the OWC website at [www.dches.dc.gov](http://www.dches.dc.gov).

NAME OF BUSINESS COMPANY  
Address:  
Phone:  
NAME OF EMPLOYER  
Address:  
Phone:  
Employee Representative:  
If number of Employer, employee or Employer Form 903

## NOTICE TO EMPLOYEES

### Information on Paid Family Leave in the District of Columbia

Your employer is subject to the District of Columbia Paid Family Leave Law, which provides employees with up to 12 weeks of paid family leave for the care of a family member who has a serious health condition or for the birth or placement of a child. The law also provides for the care of a family member who is a victim of domestic violence.

**Covered Workers**  
To receive benefits under the Paid Family Leave program, you must work for a covered employer in DC, be paid on a covered workweek, you can only use your leave for the care of a family member who has a serious health condition, or for the birth or placement of a child. Your employer is required to pay you for your leave covered by Paid Family Leave.

- 1. All full-time employees.
- 2. At least one year of service.
- 3. If you are your employer for leave that could qualify for benefits under the Paid Family Leave program.

There are four (4) kinds of family leave benefits:  
1. **Parental leave** - receive benefits to bond with a new child for up to 12 weeks in a year.  
2. **Family leave** - receive benefits to bond with a new family member for up to 12 weeks in a year.  
3. **Domestic violence leave** - receive benefits for your serious health condition for up to 12 weeks in a year.  
4. **Domestic violence leave** - receive medical care for up to 12 weeks in a year.

### Maximum Leave Entitlement

Each kind of leave has its own eligibility rules and its own limit on the length of time you can receive benefits. The maximum amount of leave for any combination of parental, family, and domestic violence leave is 12 weeks. However, you may be eligible for a combination of parental, family, and domestic violence leave if you are eligible for each kind of leave.

**Applying for Benefits**  
If you have experienced an event that may qualify for benefits, you should file a request for benefits with your employer as soon as possible. Your employer is required to provide you with a request for benefits form. You must complete and return this form to your employer within 30 days of the event. You may also file a request for benefits with the District of Columbia Office of Human Rights (OHR) at (202) 747-2323.

### Employee Protections

The Office of Paid Family Leave does not discriminate against or retaliate against workers who take leave under this law. However, some job positions may be limited to certain workers. The Office of Paid Family Leave may require you to provide a certification from a health care provider to support your leave. The Office of Paid Family Leave may also require you to provide a certification from a health care provider to support your leave.

### Benefits Available

Paid Family Leave benefits are based on the wages your employer paid to you and reported to the Department of Employment Services. You will receive pay for your leave based on the wages your employer reported to the DOES. If your employer reports your wages to the DOES, you will receive pay for your leave based on the wages your employer reported to the DOES.

### Office of Paid Family Leave

4050 MINNISCOTA AVENUE, N.E. WASHINGTON, DC 20019  
(202) 671-1000 / (202) 671-1929 (fax)

## THE RIGHT TO BREASTFEED

Under the District of Columbia Human Rights Act of 1977, as amended, it is unlawful for an employer to discriminate against an employee for breastfeeding.

An employer must provide reasonable accommodations, such as:

- A private area for breastfeeding, which is not a bathroom, locker room, or other public restroom.
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## Parental Leave Act Workplace Poster

**Updated: May 17, 2024**  
Know Your Rights in the District of Columbia

### Work Leave for Parenting Purpose

The Parenting Purpose Act (PPA) provides eligible employees with up to 12 weeks of paid parental leave for the birth or placement of a child. The law also provides for the care of a family member who is a victim of domestic violence.

**Eligible Employees**  
To receive benefits under the PPA, you must work for a covered employer in DC, be paid on a covered workweek, you can only use your leave for the care of a family member who has a serious health condition, or for the birth or placement of a child. Your employer is required to pay you for your leave covered by PPA.

1. All full-time employees.

2. At least one year of service.

3. If you are your employer for leave that could qualify for benefits under the PPA.

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