Thank you for using GovDocs! This file contains the following state postings:

<table>
<thead>
<tr>
<th>Posting ID</th>
<th>Name of Posting</th>
<th>Posting Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>LMA01</td>
<td>Unemployment Insurance</td>
<td>Required for all employers</td>
</tr>
<tr>
<td>LMA07</td>
<td>Unemployment Insurance (Spanish)</td>
<td>Optional for all employers with Spanish-speaking employees</td>
</tr>
<tr>
<td>LMA02</td>
<td>Workers’ Compensation</td>
<td>Required for all employers</td>
</tr>
<tr>
<td>LMA16</td>
<td>Workers’ Compensation (Spanish)</td>
<td>Optional for all employers with Spanish-speaking employees</td>
</tr>
<tr>
<td>LMA03</td>
<td>Minimum Wage and Hour Laws</td>
<td>Required for all employers</td>
</tr>
<tr>
<td>LMA15</td>
<td>Minimum Wage and Hour Laws (Spanish)</td>
<td>Optional for all employers with Spanish-speaking employees</td>
</tr>
<tr>
<td>LMA04</td>
<td>Fair Employment Law</td>
<td>Required for all employers</td>
</tr>
<tr>
<td>LMA08</td>
<td>Child Labor Law</td>
<td>Optional for all employers with employees under age 18</td>
</tr>
<tr>
<td>LMA17</td>
<td>Child Labor Law (Spanish)</td>
<td>Optional for all employers who employ Spanish-speaking youths under the age of 18</td>
</tr>
<tr>
<td>LMA09</td>
<td>Sexual Harassment</td>
<td>Optional for all employers</td>
</tr>
<tr>
<td>LMA11</td>
<td>Right To Know Workplace Notice</td>
<td>Required for all Public Employers</td>
</tr>
<tr>
<td>LMA10</td>
<td>No Smoking Notice</td>
<td>Required for all employers</td>
</tr>
<tr>
<td>LMA14</td>
<td>Fair Housing</td>
<td>Optional for all businesses engaged in the sale or rental of real property</td>
</tr>
<tr>
<td>LMA18</td>
<td>Anti-Retaliation Protection under the Massachusetts Wage and Hour Laws</td>
<td>Optional for all employers</td>
</tr>
<tr>
<td>LMA21</td>
<td>Anti-Retaliation Protection under the Massachusetts Wage and Hour Laws (Spanish)</td>
<td>Optional for all employers with Spanish-speaking employees</td>
</tr>
<tr>
<td>LMA25</td>
<td>Parental Leave</td>
<td>Required for all employers</td>
</tr>
<tr>
<td>LMA27</td>
<td>Temporary Workers Right To Know Law</td>
<td>Required for staffing agencies</td>
</tr>
<tr>
<td>LMA31</td>
<td>Temporary Workers Right to Know Law (Spanish)</td>
<td>Optional for all employers</td>
</tr>
<tr>
<td>LMA28</td>
<td>Earned Sick Time</td>
<td>Required for all employers</td>
</tr>
<tr>
<td>LMA30</td>
<td>Workplace Safety and Health Protection for Public Employees</td>
<td>Required for all Public Employers</td>
</tr>
<tr>
<td>LMA29</td>
<td>Earned Sick Time (Spanish)</td>
<td>Optional for all employers</td>
</tr>
<tr>
<td>LMA32</td>
<td>Paid Family and Medical Leave</td>
<td>Required for all employers</td>
</tr>
<tr>
<td>LMA33</td>
<td>Paid Family and Medical Leave (Spanish)</td>
<td>Required for employers where Spanish is the primary language of 5 or more employees</td>
</tr>
<tr>
<td>LMA34</td>
<td>Paid Family and Medical Leave (Haitian Creole)</td>
<td>Required for employers with 5% or more Haitian Creole speakers</td>
</tr>
</tbody>
</table>

Print and Display Guidelines
If needed, the postings in this file can be printed and displayed:

- Postings are formatted according to the issuing agency’s size requirements. See the Posting Requirements column (above) for those that require a specific paper size and/or colored printing
- Each posting is set up to print on 8.5” x 11” paper; some are formatted to print on multiple pages
- Review each posting and respective requirements to ensure it’s applicable to your company. Contact your HR representative for details
- Display postings in employee common areas, such as a breakroom, cafeteria, employee lounge, etc.
Information on Employees’ Unemployment Insurance Coverage

Employer name
Employer DUA ID #

Address

Employees of this business or organization are covered by Unemployment Insurance (UI), a program financed entirely by Massachusetts employers. No deductions are made from your salary to cover the cost of your Unemployment Insurance benefits.

If you lose your job, you may be entitled to collect Unemployment Insurance. Outlined below is the information you need in order to apply for Unemployment Insurance (UI) benefits. Before you file, your employer will give you a copy of the pamphlet: How to Apply for Unemployment Insurance Benefits, provided by the Massachusetts Department of Unemployment Assistance (DUA).

You must be in the United States, its territories, or Canada when filing a claim or certifying for weekly UI benefits.

There are two ways to apply for UI Benefits:

Apply by Using UI Online
UI Online is a secure, easy-to-use, self-service system. You can apply for benefits, reopen an existing claim, request weekly benefit payments, check your claim status, sign up for direct deposit, update your address, and even file an appeal online. To apply for benefits using UI Online, go to www.mass.gov/dua, and select UI Online for Claimants, and complete the required information to submit your application.

Apply by calling the TeleClaim Center
Unemployment Insurance services are available by telephone. You can apply for Unemployment Insurance benefits, reopen a current claim, obtain up-to-date information on the status of your claim and benefit payment, resolve problems, and sign up for direct deposit — all by telephone. To apply for benefits by telephone, call the TeleClaim Center at 1-877-626-6800 from area codes 351, 413, 508, 774, and 978; or 1-617-626-6800 from any other area code. You will be asked to enter your Social Security Number and the year you were born. You will then be connected to an agent who will take the information necessary to file your claim.

Note: During peak periods from Monday through Thursday, call scheduling may be implemented, providing priority for callers based on the last digit of their Social Security Number. This helps ensure that you and others can get through to the TeleClaim Center in a timely manner. Please check the schedule on the right before calling.

<table>
<thead>
<tr>
<th>If the last digit of your Social Security number is:</th>
<th>Assigned day to call Teleclaim is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>0, 1</td>
<td>Monday</td>
</tr>
<tr>
<td>2, 3</td>
<td>Tuesday</td>
</tr>
<tr>
<td>4, 5, 6</td>
<td>Wednesday</td>
</tr>
<tr>
<td>7, 8, 9</td>
<td>Thursday</td>
</tr>
<tr>
<td>Any last digit</td>
<td>Friday</td>
</tr>
</tbody>
</table>

IMPORTANT: Massachusetts General Law, Chapter 151A, Section 62A requires that this notice be displayed at each site operated by an employer, in a conspicuous place, where it is accessible to all employees. It must include the name and mailing address of the employer and the identification number assigned to the employer by the Department of Unemployment Assistance.

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. For hearing-impaired relay services, call 711.

www.mass.gov/dua
NOTICE TO EMPLOYEES

The Commonwealth of Massachusetts
DEPARTMENT OF INDUSTRIAL ACCIDENTS
LAFAYETTE CITY CENTER, 2 AVENUE DE LAFAYETTE, BOSTON, MA 02111
617-727-4900 - www.mass.gov/dia

As required by Massachusetts General Law, Chapter 152, Sections 21, 22 & 30, this will give you notice that I (we) have provided for payment to our injured employees under the above-mentioned chapter by insuring with:

<table>
<thead>
<tr>
<th>NAME OF INSURANCE COMPANY</th>
<th>ADDRESS OF INSURANCE COMPANY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POLICY NUMBER</th>
<th>EFFECTIVE DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NAME OF INSURANCE AGENT</th>
<th>ADDRESS</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EMPLOYER</th>
<th>ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EMPLOYER’S WORKERS COMPENSATION OFFICER (IF ANY)</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

MEDICAL TREATMENT

The above named insurer is required in cases of personal injuries arising out of and in the course of employment to furnish adequate and reasonable hospital and medical services in accordance with the provisions of the Workers’ Compensation Act. A copy of the First Report of Injury must be given to the injured employee. The employee may select his or her own physician. The reasonable cost of the services provided by the treating physician will be paid by the insurer, if the treatment is necessary and reasonably connected to the work related injury. In cases requiring hospital attention, employees are hereby notified that the insurer has arranged for such attention at the

<table>
<thead>
<tr>
<th>NAME OF HOSPITAL</th>
<th>ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TO BE POSTED BY EMPLOYER
Minimum Wage
M.G.L. Chapter 151, Sections 1, 2, 2A, and 7
In Massachusetts, all workers are presumed to be employees. The minimum wage applies to all employees, except:
• agricultural workers ($8.00 per hour is the minimum wage for most agricultural workers),
• members of a religious order,
• workers being trained in certain educational, nonprofit, or religious organizations, and
• outside salespeople.

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Minimum Wage</th>
<th>Service Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1, 2017</td>
<td>$11.00</td>
<td>$3.75</td>
</tr>
<tr>
<td>January 1, 2019</td>
<td>$12.00</td>
<td>$4.35</td>
</tr>
<tr>
<td>January 1, 2020</td>
<td>$12.75</td>
<td>$4.95</td>
</tr>
<tr>
<td>January 1, 2021</td>
<td>$13.50</td>
<td>$5.55</td>
</tr>
<tr>
<td>January 1, 2022</td>
<td>$14.25</td>
<td>$6.15</td>
</tr>
<tr>
<td>January 1, 2023</td>
<td>$15.00</td>
<td>$6.75</td>
</tr>
</tbody>
</table>

Tips
M.G.L. Chapter 149, Section 152A; M.G.L. Chapter 151, Section 7
The hourly “service rate” applies to workers who provide services to customers and who make more than $20 a month in tips. The average hourly tips, plus the hourly service rate paid to the worker must add up to the minimum wage (or more). Managers, supervisors and owners must never take any part of their employees’ tips.
Tips and service charges listed on a bill must be given only to wait staff, service bartenders, or other service employees. Tip pooling is allowed only for wait staff, service bartenders, and other service employees.

Overtime
M.G.L. Chapter 151, Sections 1A and 1B
Generally, employees who work more than 40 hours in any week must be paid overtime. Overtime pay is at least 1.5 x the regular rate of pay for each hour worked over 40 hours in a week.
For some employees who get paid the “service rate,” the overtime rate is 1.5 x the basic minimum wage, not the service rate.

Sick Leave
M.G.L. Chapter 149, Section 148C
Most employees have the right to earn 1 hour of sick leave for every 30 hours they work, and they may earn and take up to 40 hours of sick leave a year. Employees begin accruing sick time on their first day of work. Employees must have access to their sick leave 90 days after starting work.
Eligible employees may use their sick leave if they or their child, spouse, parent, or spouse’s parent is sick, injured, or has a routine medical appointment. They may also use sick leave for themselves or their child to address the effects of domestic violence.
Unless it is an emergency, employees must notify the employer before using sick leave. Employees who miss more than 3 days in a row may need to provide their employer a doctor’s note.

Paid Sick Leave
Employers with 11 or more employees must provide paid sick leave. Employers with fewer than 11 employees must provide sick leave; however, it does not need to be paid.

Employers Must Not Discriminate
M.G.L. Chapter 149, Section 105A; M.G.L. Chapter 151B, Section 4
Subject to certain limited exceptions, employers must not pay one employee less for doing the same or comparable work as another employee of a different gender.
They must not discriminate in hiring, pay or other compensation, or other terms of employment based on a person’s:
• Race or color
• Religion, national origin, or ancestry
• Sex (including pregnancy)
• Military service
• Sexual orientation or gender identity or expression
• Genetic information or disability
• Age

Small Necessities Leave
M.G.L. Chapter 149, Section 52D
In some cases, employees have the right to take up to 24 hours unpaid leave every 12 months for their:
• child’s school activities,
• child’s doctor or dentist appointment, or
• elderly relative’s doctor or dentist appointments, or other appointments.
Employees are eligible for this leave if the employer has at least 50 employees and the employee has:
• been employed for at least 12 months by the employer and
• worked at least 1,250 hours for the employer during the previous 12-month period.

Payment of Wages
M.G.L. Chapter 149, Section 148; 454 C.M.R. 27.02
The law says when, what, and how employees must be paid. An employee’s pay (or wages) includes payment for all hours worked, including tips, earned vacation pay, promised holiday pay, and earned commissions that are definitely determined, due and payable.
Hourly employees must be paid every week or every other week (bi-weekly). The deadline to pay is 6 or 7 days after the pay period ends, depending on how many days an employee worked during one calendar week.
Employees who quit must be paid in full on the next regular payday or by the first Saturday after they quit (if there is no regular payday). Employees who are fired or laid off must be paid in full on their last day of work.

Paystub Information
M.G.L. Chapter 149, Section 148
All employees must get a statement, at no cost, with their pay that says the name of the employer and employee, the date of payment (month, day, and year), the number of hours worked during the pay period, the hourly rate, and all deductions or increases made during the pay period.

Pay Deductions
M.G.L. Chapter 149, Section 148; 454 C.M.R. 27.05
An employer cannot deduct money from an employee’s pay unless the law allows it (such as state and federal withholding, union dues, or similar charges).
Records at reasonable times and places. Employers must keep payroll records for 3 years. Employees have the right to see their own payroll records at a reasonable time and place.

**Hours Worked**

Hours worked or "working time" includes all time that an employee must be on duty at the employer’s worksite or other location, and works before or after the normal shift to complete the work.

**Meal Breaks**

M.G.L. Chapter 149, Sections 100 and 101

Most employees who work more than 6 hours must get a 30-minute meal break. During their meal break, employees must be free of all duties and free to leave the workplace. If, at the request of the employer, an employee agrees to work or stay at the workplace during the meal break, the employee must get paid for that time.

**Payroll Records**

M.G.L. Chapter 151, Section 15

Payroll records must include the employee’s name, address, job/occupation, amount paid each pay period, and hours worked (each day and week). Employers must keep payroll records for 3 years. Employees have the right to see their own payroll records at reasonable times and places.

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**Employees Under 18 – Child Labor**

All employers in Massachusetts must follow state and federal laws for employees who are under 18 (minors). These laws say when, where, and how long minors may work. They also say what kinds of work or tasks minors must not do.

**Work Permits Required - Most workers under 18 must obtain a work permit. Employers must keep their minor workers’ work permits on file at the worksite. To get a work permit, the minor must apply to the superintendent of the school district where s/he lives or goes to school. To learn more about getting a work permit, contact the Department of Labor Standards at (617) 626-6975, or www.mass.gov/ago/youthemployment.**

**Dangerous Jobs & Tasks Minors Must Not Do**

<table>
<thead>
<tr>
<th>Age</th>
<th>Must Not</th>
</tr>
</thead>
</table>
| 16 & 17 | • Drive most motor vehicles or forklifts  
|        | • Work at a job that requires that s/he have or use a firearm  
|        | • Use, clean or repair certain kinds of power-driven machinery  |
| 14 & 15 | • Cook (except on electric or gas grills that do not have open flames), operate fryolators, rotisseries, NEICO broilers, or pressure cookers  
|        | • Operate, clean or repair power-driven food slicers, grinders, choppers, processors, cutters, and mixers  
| Under 14 | • Minors under 14 cannot work in Massachusetts in most cases.  |

**These are just some examples** of tasks prohibited under both state and federal law. For a complete list of prohibited jobs for minors, contact the Attorney General’s Fair Labor Division: (617) 727-3465  
www.mass.gov/ago/youthemployment. Or contact the U.S. Department of Labor: (617) 624-6700  
www.youth.dol.gov

**Time & Schedule Restrictions for Minors**

<table>
<thead>
<tr>
<th>Age</th>
<th>Must not work</th>
<th>At any time:</th>
</tr>
</thead>
</table>
| 16 & 17 | • More than 9 hours per day  
|        | • More than 48 hours per week  
|        | • More than 6 days per week  |
| 14 & 15 | • More than 3 hours on any school day  
|        | • More than 18 hours during any week  
|        | • More than 8 hours on any weekend or holiday  |

**During the School Year:**

• During school hours  
• When school is not in session:

**Domestic Violence Leave**

M.G.L. Chapter 149, Section 52E

Employees who are victims, or whose family members are victims, of domestic violence, sexual assault, stalking or kidnapping have the right to 15 days of leave for related needs, such as health care, counseling, and victims services; safe housing; care and custody of their children; and legal help, protective orders, and going to court.

The leave can be paid or unpaid depending on the employer’s policy. This law applies to employers with 50 or more employees.

**Employees Have the Right to Sue**

M.G.L. Chapter 149, Section 150; M.G.L. Chapter 151, Sections 1B and 20

Employees have the right to sue their employer for most violations of wage and hour laws. Employees may sue as an individual or they may sue their employer as a group if they have similar complaints. Employees who win their case will receive back pay, triple damages, attorneys' fees, and court costs.

**Important!** There are strict deadlines for starting a lawsuit. For most cases, the deadline is 3 years after the violation.

**Employers Must Not Retaliate**

M.G.L. Chapter 149, Section 148A; M.G.L. Chapter 151, Section 19

It is against the law for an employer to punish or discriminate against an employee for making a complaint or trying to enforce the rights explained in this poster.

The laws explained in this poster apply to all workers, regardless of immigration status, including undocumented workers. If an employer reports or threatens to report a worker to immigration authorities because the worker complained about a violation of rights, the employer can be prosecuted and/or subject to civil penalties.

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© Contact the Attorney General’s Fair Labor Division: (617) 727-3465 – www.mass.gov/ago/fairlabor

Rev. 10/2018

GovDocs

Print Date: 11/18

LMA03/2
FAIR EMPLOYMENT IN MASSACHUSETTS

Applicants to and employees of private employers with 6 or more employees*, state and local governments, employment agencies and labor organizations are protected under Massachusetts General Laws Chapter 151B from discrimination on the following bases:

RACE, COLOR, RELIGION, NATIONAL ORIGIN, AGE, SEX, GENDER IDENTITY, SEXUAL ORIENTATION, GENETIC INFORMATION, ANCESTRY, MILITARY SERVICE

M.G.L. c. 151B protects applicants and employees from discrimination in hiring, promotion, discharge, compensation, benefits, training, classification and other aspects of employment on the basis of race, color, religion, national origin (including unlawful language proficiency requirements), age (if you are 40 years old or older), sex (including pregnancy), gender identity, sexual orientation, genetic information, ancestry, and military service. Religious discrimination includes failing to reasonably accommodate an employee’s religious practices where the accommodation does not impose an undue hardship.

HARASSMENT

Sexual harassment includes sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (a) submission to or rejection of such advances, requests or conduct is made explicitly or implicitly a term or condition of employment or as a basis for employment decisions; (b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with a person’s work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment. The law also prohibits harassment based on the protected classes set forth above.

PARENTAL LEAVE

The law requires employers to grant an employee who has completed an initial probationary period and has given two (2) weeks’ notice of the anticipated date of departure and the employee’s intention to return, at least eight (8) weeks of paid or unpaid leave for the purpose of childbirth, adoption of a child under 18, or adoption of a child under 23 years old if the child has a mental or physical disability.

DISABILITY

M.G.L. c. 151B prohibits discrimination the basis of disability, a record of disability or perceived disability, in hiring, promotion, discharge, compensation, benefits, training, classification and other aspects of employment. Disability discrimination may include failing to reasonably accommodate an otherwise qualified person with a disability.

RETAILATION

It is illegal to retaliate against any person because s/he has opposed any discriminatory practices or because s/he has filed a complaint, testified, or assisted in any proceeding before the Commission. It is also illegal to aid, abet, incite, compel or coerce any act forbidden under M.G.L. c. 151B, or attempt to do so.

DOMESTIC WORKERS

M.G.L. c. 151B prohibits discrimination and harassment against certain domestic workers where the employer has one (1) or more employee.* While some exclusions apply, domestic workers generally include individuals paid to perform work of a domestic nature within a household on a regular basis, such as housekeeping, housecleaning, nanny services, and/or caretaking. Employers are prohibited from engaging in sexual harassment and harassment and/or discrimination based on the protected classes described above, i.e. race, color, etc. Domestic workers are also entitled to parental leave.

CRIMINAL HISTORY INQUIRIES

The law prohibits employers from asking applicants on an initial employment application for any criminal background information unless an exemption by statute or regulation exists.

MENTAL HEALTH FACILITY ADMISSION INQUIRIES

Employers may not refuse to hire or terminate an employee for failing to furnish information regarding his/her admission to a facility for the care and treatment of mentally ill persons. An employment application may not seek information about an applicant’s admission to such a facility.

IF YOU HAVE BEEN DISCRIMINATED AGAINST

If you feel you have been harassed or discriminated against, you should immediately file a charge of discrimination with the Massachusetts Commission Against Discrimination, www.mcad.gov, at one of the offices below.

An agreement with your employer to arbitrate your discrimination claim(s) does not bar you from filing a charge of discrimination.

Springfield Office: 436 Dwight St., Room 220, Springfield, MA 01103 – P: 413-739-2145 F: 413-784-1056

For more information, please see our website: www.mass.gov/mcad/
**Prohibited Jobs for Minors**

**Persons under 16 may NOT:**

- Operate, clean, or repair power-driven machinery (except office machines or machines for retail, cleanup, or kitchen work not otherwise prohibited)
- Cook (except on electric or gas grills that do not have open flames)
- Operate fryolators, rotisseries, NEICO broilers, or pressure cookers
- Operate, clean or repair power-driven food slicers, grinders or choppers
- Perform any baking activities
- Operate microwave ovens (except to heat food in microwave ovens with a maximum capacity of 140 degrees Fahrenheit)
- Clean kitchen surfaces that are hotter than 100 degrees Fahrenheit
- Filter, transport, or dispose of cooking oil or grease hotter than 100 degrees Fahrenheit
- Work in freezers or meat coolers
- Work in a manufacturing facility or occupation (e.g., in a factory, as an assembler)
- Work on or use ladders, scaffolds, or their substitutes
- Work in garages, except dispensing gas & oil
- Work in brick or lumber yards
- Work in amusement places (e.g., pool or billiard room, or bowling alley)
- Work in barber shops
- Work in door-to-door street sales, including work as a sign waiter (except directly outside of employer establishment)
- Work in construction, transportation, communications, or public utilities (except doing clerical work away from heavy machinery off the job-site)
- Work in warehouses (except doing clerical work)
- Load or unload trucks, railroad cars, or conveyors
- Ride in or on a motor vehicle (except in passenger seat if wearing a seatbelt)
- Work doing laundry in a commercial laundry or dry cleaning establishment
- Work as a public messenger
- Work at processing operations (e.g., in meat or fish, poultry catching, cooping, cracking nuts, bulk or mass mailing)
- Work around boilers or in engine rooms
- Do industrial homework
- Work with dangerous electrical machinery or appliances
- Work that is determined by Massachusetts Attorney General to be dangerous to the health and well-being of minors
- Work in any of the occupations or tasks prohibited for persons under age 18

Tasks not specifically permitted by the US DOL Secretary of Labor, are prohibited.

**Persons under 14 may not work!** There are a few exceptions to this, such as babysitting, working as news carriers, on farms, and in entertainment (with a special permit).

---

**After 8 pm, all minors must be directly supervised by an adult who is located in the workplace and who is reasonably accessible.**

(With the exception of minors who work at kiosks in the common areas of some malls.)

---

### Legal Work Hours for Minors

#### 14 & 15 Year Olds

<table>
<thead>
<tr>
<th>Work Hours</th>
<th>Maximum Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>During the school year:</td>
<td>18 hours per week</td>
</tr>
<tr>
<td>Only between 7 am and 7 pm</td>
<td>3 hours per day on school days</td>
</tr>
<tr>
<td>Not during school hours</td>
<td>8 hours per day on weekends and holidays</td>
</tr>
<tr>
<td>During the summer (July 1–Labor Day):</td>
<td>6 days per week</td>
</tr>
<tr>
<td>Only between 7 am and 9 pm</td>
<td>40 hours per week</td>
</tr>
</tbody>
</table>

All teens under 18 must get a **Work Permit** from the school district where they live or go to school. For more information, visit the website of the Division of Occupational Safety at: www.mass.gov/dos/youth

#### 16 & 17 Year Olds

<table>
<thead>
<tr>
<th>Work Hours</th>
<th>Maximum Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>All year round:</td>
<td>48 hours per week</td>
</tr>
<tr>
<td>Only between 6 am and 10 pm on nights preceding a regularly scheduled school day</td>
<td>9 hours per day</td>
</tr>
<tr>
<td>If the establishment stops serving customers at 10 pm, the minor may be employed until 10:15 pm</td>
<td>6 days per week</td>
</tr>
<tr>
<td>Only between 6 am and 11:30 pm on nights not preceding a regularly scheduled school day, except in restaurants and race tracks until midnight</td>
<td>5 days per week</td>
</tr>
</tbody>
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**2010**

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**Persons under 18 may NOT:**

- Drive a vehicle, forklift, or work assist vehicle (except golf carts in certain circumstances)
- Ride as a passenger on a forklift
- Operate, clean or repair power-driven meat slicers, grinders or choppers
- Operate, clean or repair power-driven bakery machines (except for certain countertop models and pizza dough rollers)
- Work 30 feet or more above ground or water
- Handle, serve, or sell alcoholic beverages
- Use circular, chain, or band saws; guillotine shears; wood chippers; and abrasive cutting discs
- Use power-driven woodworking machines
- Use, service, drive, or work from hoisting machines
- Operate or load power-driven balers, compactors, or paper processing machines
- Use power-driven metal-forming, punching, or shearing machines
- Use buffing or polishing equipment
- Manufacture brick, tile, or kindred products
- Manufacture or store explosives
- Work in excavation, wrecking, demolition, or shipbreaking
- Work in forest fire fighting, forest fire prevention, timber track operations, and forestry service
- Work in logging, sawmilling, or mining
- Work slaugthering, packing, or processing meat and poultry
- Work in railway operations
- Work in roofing or on or about a roof
- Work in foundries or around blast furnaces
- Work manufacturing phosphorus or phosphorus matches
- Work where they are exposed to radioactive substances
- Work as a firefighter or engineer on a boat
- Oil or clean hazardous machinery in motion
- Work in any job requiring the possession or use of a firearm

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**For questions about wages or the child labor laws:**

- Massachusetts Office of the Attorney General
  - Fair Labor and Business Practices Division
  - www.ago.state.ma.us - (617) 727-3465

- U.S. Department of Labor, Wage and Hour Division
  - www.dol.gov/whd - (617) 624-6700

**For questions about workers’ compensation:**

- Massachusetts Department of Industrial Accidents
  - www.mass.gov/dia - (800) 323-3249 x4170

**For questions about health and safety:**

- U.S. Department of Labor
  - Occupational Safety & Health Administration
  - www.osha.gov
  - Andover Office - (978) 837-4460
  - Braintree Office - (617) 565-6924
  - Springfield Office - (413) 785-0123

- Massachusetts Department of Public Health
  - Occupational Health Surveillance Program
  - Teens at Work Injury Surveillance and Prevention Project
  - www.mass.gov/dph/teensatwork - (617) 624-5832

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This is a compilation of state and federal child labor laws. The most protective laws are presented here and apply to all employers of teens including family members who employ their teenaged relatives. There are additional regulations and some exceptions for employers in agricultural industries and student learners participating in cooperative education programs.
Sexual Harassment at work does not have to be tolerated. It’s Illegal.

If you are being sexually harassed, report it immediately to your supervisor or contact:

SEXUAL HARASSMENT OFFICER

You can file a complaint with the Massachusetts Commission Against Discrimination (MCAD) at one of the following locations:

Boston Headquarters
1 Ashburton Place, Ste. 601, Boston, MA 02108
Phone: 617-994-6000 Fax: 617-994-6024

New Bedford
128 Union St. Ste. 206, New Bedford, MA 02740
Phone: 774-510-5801 Fax: 744-510-5802

Springfield
436 Dwight Street, Rm. 220, Springfield, MA 01103
Phone: 413-739-2145 Fax: 413-784-1056

Worcester
484 Main Street, Rm. 320, Worcester, MA 01608
Phone: 508-453-9630 Fax: 508-755-3861
RIGHT TO KNOW
WORKPLACE NOTICE

The RIGHT TO KNOW LAW, Chapter 111F of the Massachusetts General Laws, provides rights to Public Sector employees* regarding the communication of information on toxic and hazardous substances. These rights include:

WORKPLACE NOTICE- A notice must be posted in a central location in the workplace informing employees of their rights under the law. The notice must be in the English language. In workplaces where employees’ first language is other than English, the notice must be posted in that language.

TRAINING- Employers must provide an annual training program to employees who work with toxic or hazardous substances. New employees must receive training within thirty days from date of hire. The training program must be conducted by a competent person and may be in the form of verbal and/or written instruction. At a minimum, training must include an explanation of employee rights, information on how to read an MSDS, the specific hazards of the chemicals used, handled or stored in the workplace, the type of personal protective equipment to be worn, and information on labeling of hazardous substances. This training must be done with pay during the employee’s normal work shift or work hours. The employer must maintain a record of this training.

MATERIAL SAFETY DATA SHEET (MSDS)- The Material Safety Data Sheet is the document that provides information on each toxic or hazardous substance used or stored in the workplace. An employee or his or her designated representative has the right to obtain and examine the MSDS for any toxic or hazardous substance to which the employee “is, has been, or may be”, exposed, if the employee’s request is made to the employer in writing. After four working days from the date the request is made, an employee can refuse to work with the substance under two circumstances:

1. The employer fails to: (a) furnish the employee with the MSDS and (b) furnish the employee with proof that the employer has exercised diligent effort to obtain the MSDS, either through the manufacturer or through the Commissioner of the Division of Occupational Safety, or,

2. The MSDS provided by the employer is incomplete or outdated.
**LABELING**- All containers in the workplace of more than five pounds or more than one gallon, containing toxic or hazardous substances, must be labeled with the chemical name of the substance. Containers of mixtures must be labeled with the chemical name of each toxic or hazardous constituent when the constituents comprise one percent or more of the mixture. Containers must also be labeled with the appropriate National Fire Prevention Association (NFPA) symbol if available. Labels must be clear, prominent, in English and weather resistant. There are some exceptions to the labeling requirements for containers which are labeled in accordance with certain Federal laws.

**NON-DISCRIMINATION**- An employee who believes he or she has been discharged, disciplined, or in any other manner discriminated against by an employer for exercising rights granted under the Law, has one hundred eighty days following the violation of the Law or following the date on which he or she obtained knowledge that a violation occurred, to file a complaint with the Commissioner of the Division of Occupational Safety. A copy of the complaint must be sent to the employer at the same time by certified mail.

**NOTE**- The employee rights listed above are further defined in Chapter 111F of the Massachusetts General Laws and the Code of Massachusetts Regulations 454 CMR 21.00. Copies of the law and regulation can be obtained at the Statehouse Bookstore (617-727-2834).

All Right-to Know Inquiries should be addressed to:
Department of Labor Standards
19 Staniford Street, 2nd Floor
Boston, MA 02114
Tel.: 617-626-6975

*Private sector employees in Massachusetts are covered by a similar regulation, the Hazard Communication Standard (29 CFR 1910.1200), enforced by the Federal Occupational Safety and Health Administration (OSHA 617-565-9860).
NO SMOKING OR VAPING
It is illegal to smoke or vape in this establishment.

MGL Chapter 270, Section 22
To report a violation, contact the Massachusetts Department of Public Health at 1-800-992-1895.
THE FAIR HOUSING LAW

THE FAIR HOUSING LAW DECLARES THAT IT IS ILLEGAL TO DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGIOUS CREED, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, AGE, CHILDREN, ANCESTRY, MARITAL STATUS, VETERAN HISTORY, PUBLIC ASSISTANCE RECIPIENCY, OR HANDICAP (MENTAL OR PHYSICAL)

It is an unlawful practice for owners, lessees, sublessees, licensed real estate brokers, assignees, managing agents, or unit owners to refuse (on the basis of membership in one or more of the above groups) the:

<table>
<thead>
<tr>
<th>Right to Buy</th>
<th>Right to Lease</th>
<th>Right to Rent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Right of Ownership</td>
<td>Right of Possession</td>
<td></td>
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</table>

Under Massachusetts Law, it is illegal to:

- Discourage a person from buying or renting a dwelling in a particular area and encourage him or her to buy or rent in another area.
- Represent that a dwelling is not available for sale, rent of inspection when the dwelling is in fact so available.
- Charge or quote a higher rental or sale price for a dwelling.
- State or provide less favorable terms for the rental or sale of a dwelling.
- Publish discriminatory advertising.
- Discriminate in the granting of mortgage loans.
- Discriminate on the basis of handicap by refusing to make reasonable accommodations in policies and services or refusing to permit reasonable modifications of dwellings.
- Discriminate on the basis of rental subsidy recipiency by refusing to rent to subsidy recipients because of subsidy program requirements.
- Refuse to rent to families with children under six because of lead paint.

Notice to Real Estate Agents

State law provides limited exemptions for owners of certain types of residential properties. These exemptions do not apply to real estate agents.

Complaints:

ALL COMPLAINTS MUST BE FILED IN WRITING. INFORMATION ON THE FILING OF COMPLAINTS CAN BE OBTAINED BY EITHER VISITING OR CONTACTING THE MASSACHUSETTS COMMISSION AGAINST DISCRIMINATION AT THE FOLLOWING LOCATIONS:

<table>
<thead>
<tr>
<th>One Ashburton Place, Rm. 601</th>
<th>436 Dwight Street, Rm. 220</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boston MA 02108</td>
<td>Springfield MA 01103</td>
</tr>
<tr>
<td>(617) 994-6000 voice</td>
<td>(413) 739 2145 voice</td>
</tr>
<tr>
<td>(617) 994-6196 TTY</td>
<td>(617) 994-6196 TTY</td>
</tr>
</tbody>
</table>

www.mass.gov/mcad

Massachusetts General Loans, G.L. c. 151B§7mandates the posting of this notice.
Anti-Retaliation Protections Under the Massachusetts Wage and Hour Laws

What protections are available for employees who exercise their rights under the Massachusetts Wage and Hour Laws?

Massachusetts law prohibits an employer from taking any adverse action against an employee because he or she has:

- Filed a complaint with the Attorney General’s Office;
- Complained to any other person about his or her rights (or those of a fellow employee) under the Massachusetts wage and hour laws;
- Participated in or assisted in an investigation or a proceeding regarding alleged violations of the wage and hour laws;
- Taken any action to begin a proceeding regarding alleged violations of the wage and hour laws; or
- Testified or is about to testify in any such proceeding.

What are examples of illegal “adverse actions”?

Massachusetts law prohibits an employer from penalizing or harming an employee in any way – including threatening to penalize or harm an employee -- because the employee has exercised his or her rights under the wage laws. Examples of illegal adverse action include:

- Discharging or firing an employee;
- Discriminating against an employee in any way, e.g., taking away work hours, giving the employee undesirable assignments or schedule changes;
- Assaulting an employee;
- Blacklisting or defaming an employee, including giving false negative references for future employment;
- Making false criminal reports to authorities about the employee;
- Reporting an employee to immigration authorities; or
- Threatening an employee or his/her family with these or any other negative consequences or harm.

What are the civil and/or criminal penalties that employers may face for violating these provisions?

- Civil penalty of up to $15,000 per violation;
- Payment of between one and two months’ wages; or
- Fine of not more than $25,000 or imprisonment for not more than one year for a first offense.

The Massachusetts Wage and Hour Anti-Retaliation Laws can be found in M.G.L. c. 149, section 148A and M.G.L. c. 151, sections 19 (1) and (5).

For further information regarding the Wage and Hour laws, or to obtain a complaint form, please visit us at: www.mass.gov/ago/fairlabor or call us at (617)727-3465.
An Act Relative to Parental Leave expands the current maternity leave law, G.L. c. 149, § 105D, which is enforced by the Massachusetts Commission Against Discrimination (MCAD). Currently, Massachusetts law requires employers with six or more employees to provide eight weeks of unpaid maternity leave for the purpose of giving birth or for the placement of a child under the age of 18, or under the age of 23 if the child is mentally or physically disabled, for adoption. The new law goes into effect on April 7, 2015 and expands the current leave law in the following ways:

The parental leave law is now gender neutral. Both men and women are entitled to parental leave.

If the employer agrees to provide parental leave for longer than 8 weeks, the employer must reinstate the employee at the end of the extended leave unless it clearly informs the employee in writing before the leave and before any extension of that leave, that taking longer than 8 weeks of leave shall result in the denial of reinstatement or the loss of other rights and benefits.

The law clarifies that the right to leave applies to employees who have completed an initial probationary period set by the terms of employment, but which is not greater than 3 months.

The law provides that if two employees of the same employer give birth to or adopt the same child, the two employees are entitled to an aggregate of 8 weeks of leave.

The law clarifies that an employee seeking leave must provide at least 2 weeks’ notice of the anticipated date of departure and the employee’s intention to return, but also permits the employee to provide notice as soon as practicable if the delay is for reasons beyond the employee’s control.

The law clarifies that an employee on parental leave for the adoption of a child shall be entitled to the same benefits offered to an employee on leave for the birth of a child.

The law expands the notice requirements, mandating that employers keep a posting in a conspicuous place describing the law’s requirements and the employer’s policies as to parental leave.

Boston: One Ashburton Place, Room 601, Boston, MA 02108; 617-994-6000
Springfield: 436 Dwight Street, Room 220, Springfield, MA 01103; 413-739-2145
Worcester: 484 Main Street, Room 320, Worcester, MA 01608; 508-453-9630
New Bedford: 800 Purchase, Room 501, New Bedford, MA 02740; 508-990-2390

Visit our website for more resources and instructions on filing a complaint: www.mass.gov/mcad
YOUR RIGHTS UNDER THE MASSACHUSETTS TEMPORARY WORKERS RIGHT TO KNOW LAW

STAFFING AGENCIES MUST PROVIDE YOU WITH BASIC INFORMATION ABOUT YOUR JOB.

The law requires staffing agencies to give you a written notice with basic information about any job to which they are sending you. This is called a job order. You have a right to tell the staffing agency how you want them to give you the job order, such as by e-mail, mail, or if you want to pick it up in person. Staffing agencies MUST give you at least this information:

- the name, address and telephone number of the: (i) staffing agency; (ii) the workers compensation carrier; (iii) the work site employer; and (iv) the department (DLS);
- a job description and whether the position will require any special clothing, equipment, training, or licenses;
- the pay day, hourly rate of pay, and whether overtime pay may occur;
- the start date, daily starting time and anticipated end time, and if known, expected duration of employment;
- whether any transportation or meals shall be provided by the staffing agency or work site employer;
- any charges to the employee or worker;
- whether the work site location is on strike or lockout; and
- a multilingual statement that the job order contains important information concerning the work, employment, engagement, work assignment, or job.

The staffing agency can give you job information over the telephone, but it MUST send you the information in writing BEFORE the end of the first pay period.

If your job assignment changes, the staffing agency MUST tell you about these changes as soon as it knows about them.

If the staffing agency does not provide you with a job order and you'd like to make a complaint against the staffing agency, please call the Department of Labor Standards at (617) 626-6970. The staffing agency cannot fire you or give you a worse job because you complained.

If you are being placed in a professional position or as a secretary or administrative assistant, the staffing agency does NOT have to provide you with a job order.

STAFFING AGENCIES AND WORK SITE EMPLOYERS CANNOT CHARGE YOU FEES FOR:

- registering with the staffing agency;
- giving you a job assignment;
- drug tests, bank cards, debit cards, vouchers, or money orders;
- performing a Massachusetts criminal offender record information (CORI) check;
- transportation services, if use of the service is required; if use of the transportation service is voluntary, the fee may not exceed 3% of daily wages or actual costs, whichever is less;
- any item or service, including transportation, that would cause you to earn less than the Massachusetts minimum wage;
- a staffing agency or worksite employer cannot make you buy something from them unless you want to purchase it.
- Distinct from the Temporary Worker Right to Know Law, the Massachusetts Wage Act generally prohibits any agreement in which an employee becomes responsible for the employer’s ordinary business costs and expenses. As a result, no wage deduction is permitted unless its purpose is primarily for the employee’s benefit (such that the expense has substantial value to the employee and could be freely used by him independent of the job performed).

STAFFING AGENCIES MUST REFUND YOUR REASONABLE TRANSPORTATION COSTS IF THEY SEND YOU TO A JOB THAT DOES NOT EXIST.

This does not include the transportation costs of being sent to a worksite for a job interview.

STAFFING AGENCIES CANNOT:

- knowingly give you false, fraudulent, or misleading information;
- force you to go to an assignment that you do not want to go to;
- keep your property and refuse to return it to you;
- keep illegal fees that they charged to you;
- fire you or give you a worse job because you exercised your rights under this law;
- send you to a job assignment to perform work that is illegal;
- send a minor to a job assignment when that minor should be in school;
- send you to a job assignment where a special license is required if you do not have that license;

For further information about the Temporary Workers Right to Know Law or to make a complaint, call the Department of Labor Standards at (617) 626-6970, or visit www.mass.gov/dols/epsa. This law is administered by the Department of Labor Standards (DLS) and enforced by the Office of the Attorney General’s Fair Labor Division. The law applies to “staffing agencies” (i.e. temporary agencies) as defined by the law.

WORK PLACE NOTICE: This workplace notice complies with the provisions of Massachusetts General Law Chapter 149, Section 159C, which requires that staffing agencies post it in a place where job applicants and workers may easily view it.

TWRTK – 85x11 rev 3-16
EARNED SICK TIME
Notice of Employee Rights

Beginning July 1, 2015, Massachusetts employees have the right to earn and take sick leave from work.

WHO QUALIFIES?

All employees in Massachusetts can earn sick time.
This includes full-time, part-time, temporary, and seasonal employees.

HOW IS IT EARNED?

- Employees earn 1 hour of sick time for every 30 hours they work.
- Employees can earn and use up to 40 hours per year if they work enough hours.
- Employees with unused earned sick time at the end of the year can roll over up to 40 hours.
- Employees begin earning sick time on their first day of work and may begin using earned sick time 90 days after starting work.

WILL IT BE PAID?

- If an employer has 11 or more employees, sick time must be paid.
- For employers with 10 or fewer employees, sick time may be unpaid.
- Paid sick time must be paid on the same schedule and at the same rate as regular wages.

WHEN CAN IT BE USED?

- An employee can use sick time when the employee or the employee’s child, spouse, parent, or parent of a spouse is sick, has a medical appointment, or has to address the effects of domestic violence.
- The smallest amount of sick time an employee can take is one hour.
- Sick time cannot be used as an excuse to be late for work without advance notice of a proper use.
- Use of sick time for other purposes is not allowed and may result in an employee being disciplined.

CAN AN EMPLOYER HAVE A DIFFERENT POLICY?

Yes. Employers may have their own sick leave or paid time off policy, so long as employees can use at least the same amount of time, for the same reasons, and with the same job protections as under the Earned Sick Time Law.

RETAILIATION

- Employees using earned sick time cannot be fired or otherwise retaliated against for exercising or attempting to exercise rights under the law.
- Examples of retaliation include: denying use or delaying payment of earned sick time, firing an employee, taking away work hours, or giving the employee undesirable assignments.

NOTICE & VERIFICATION

- Employees must notify their employer before they use sick time, except in an emergency.
- Employers may require employees to use a reasonable notification system the employer creates.
- If an employee is out of work for 3 consecutive days OR uses sick time within 2 weeks of leaving his or her job, an employer may require documentation from a medical provider.

DO YOU HAVE QUESTIONS?

Call the Fair Labor Division at 617-727-3465
Visit www.mass.gov/ago/earned sicktime

The Attorney General enforces the Earned Sick Time Law and regulations.
It is unlawful to violate any provision of the Earned Sick Time Law.
Violations of any provision of the Earned Sick time law, M.G.L. c. 149, § 148C, or these regulations, 940 CMR 33.00 shall be subject to paragraphs (1), (2), (4), (6) and (7) of subsection (b) of M.G.L. c. 149, §27C(b) and to § 150.
This notice is intended to inform.
Full text of the law and regulations are available at www.mass.gov/ago/earned sicktime.
Massachusetts General Law Chapter 149, §§ 6 and 6-1/2 provide job safety and health protection for state, municipal and county workers through the promotion of safe and healthful work conditions. In addition, 454 CMR 25 directly extends OSHA regulations to executive branch state agencies.

**Employers:**
Employers are required to provide procedures, equipment and training to prevent work-related injuries and illnesses.

**Employees:**
Employees are required to comply with the policies and procedures established in their workplace to reduce work-related injuries and illnesses.

**Inspection:**
The Department of Labor Standards (“DLS”) may conduct an on-site inspection to evaluate workplace conditions and make recommendations for the prevention of work-related injuries and illnesses. See “Inspection Summary” at [www.mass.gov/dols/wshp](http://www.mass.gov/dols/wshp).

**Enforcement:**
DLS may issue a Written Warning which contains an Order to Correct when an inspection reveals a condition which could cause a work-related injury or illness. DLS may issue a Civil Citation with Civil Penalty in circumstances when the employer repeatedly allows an unsafe condition to occur, the condition has already caused a serious work-related injury, or if the employer has ignored a previous Written Warning.

**Voluntary Assistance:**
Public sector workplaces may request technical assistance by contacting DLS at 508-616-0461 or safepublicworkplace@state.ma.us. There are no written warnings or penalties issued for voluntary assistance.

**Complaints:**
Public employees or their representatives may file a complaint about safety and health conditions at their workplace by contacting DLS at 508-616-0461 or safepublicworkplace@state.ma.us.

**Safety and Health Management:**
Sample safety programs and technical bulletins are available at [www.mass.gov/dols/wshp](http://www.mass.gov/dols/wshp).
Beginning on October 1, 2019:

• Employers will deduct payroll contributions from a covered individual’s wages or other earnings to fund PFML benefits.

Beginning on January 1, 2021:

• Covered individuals may be entitled to up to 20 weeks of paid medical leave in a benefit year if they have a serious health condition that incapacitates them from work.

• Covered individuals may be entitled to up to 12 weeks of paid family leave in a benefit year related to the birth, adoption, or foster care placement of a child, or because of a qualifying exigency arising out of the fact that a family member is on active duty or has been notified of an impending call to active duty in the Armed Forces.

• Covered individuals may be entitled to up to 26 weeks of paid family leave in a benefit year to care for a family member who is a covered service member with a serious health condition.

Beginning on July 1, 2021:

• Covered individuals may be entitled to up to 12 weeks of paid family leave to care for a family member with a serious health condition.

Covered individuals are eligible for no more than 26 total weeks, in the aggregate, of paid family and medical leave in a single benefit year.

Who is a Covered Individual Under the Law?

Generally, a worker qualifies as a covered individual and may be eligible for paid family and medical leave if:

• S/he is paid wages by a Massachusetts employer; or

• S/he resides in Massachusetts and is paid for contract services by a Massachusetts entity that is required to report payment for services on IRS Form 1099-MISC for more than 50 percent of its workforce; or

• S/he is a self-employed individual who resides in Massachusetts and chooses to opt-in to the program.

Job Protection

Generally, an employee who has taken paid family or medical leave must be restored to the employee’s previous position or to an equal position, with the same status, pay, employment benefits, length-of-service credit, and seniority as of the date of leave.

These job protections do not apply to contractors.

Weekly Benefits

To fund PFML benefits, employers will deduct payroll contributions from a covered individual’s wages or other earnings beginning on Oct. 1, 2019. Covered individuals can apply for benefits beginning in January 2021 through the Department of Family and Medical Leave. A covered individual’s average weekly earnings will determine his or her benefit amount, for a maximum weekly benefit of up to $850.

No Retaliation or Discrimination

• It is unlawful for an employer to discriminate or retaliate against an employee for exercising any right to which s/he is entitled under the law.

• An employee or former employee who is discriminated or retaliated against for exercising rights under the law may, not more than three years after the violation occurs, institute a civil action in the superior court, and may be entitled to damages of as much as three times his or her lost wages.

Private Plans

If an employer offers employees paid family leave, medical leave, or both, with benefits that are at least as generous as those provided under the law, the employer may apply for an exemption from paying the contributions. Employees continue to be protected from discrimination and retaliation under the law even when an employer opts to provide paid leave benefits through a private plan.

If you have questions or concerns about your Paid Family and Medical Leave rights, please contact: MassPFML@Mass.gov or visit: https://www.mass.gov/DFML

This notice must be posted in a conspicuous place on the employer’s premises.