



# MICHIGAN CHAMBER

PROTECT. CONNECT. STRENGTHEN.

# 2025 DIGITAL LABOR LAW NOTICES

PLEASE NOTE: For employers with hybrid or remote workers, the EEOC highly recommends making this digital version available. Digital notices are a valuable resource, but they don't replace the mandatory physical posters required by the U.S. Department of Labor.

UPDATED FEBRUARY 2025

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# MICHIGAN SAFETY AND HEALTH PROTECTION ON THE JOB

THE MICHIGAN OCCUPATIONAL SAFETY AND HEALTH ACT, 1974 P.A. 154, AS AMENDED, REQUIRES POSTING OF THIS DOCUMENT IN A CENTRAL AND CONSPICUOUS LOCATION. FAILURE TO DO SO MAY RESULT IN A PENALTY.

The Michigan Occupational Safety and Health Act (MIOSH Act), Act No. 154 of the Public Acts of 1974, as amended, provides job safety and health protection for Michigan employees through the maintenance of safe and healthful working conditions. Under the MIOSH Act and a state plan approved in September 1973 by the U.S. Department of Labor, the Michigan Department of Labor and Economic Opportunity is responsible for administering the Act. Department representatives conduct job site inspections and investigations to ensure compliance with the Act and with safety and health standards.

The contents of this poster describe many important provisions of the Act. These provisions apply equally to employers and employees in either private industry or the public sector.

## EMPLOYER REQUIREMENTS: MIOSHA requires that each employer:

1. Furnish to each employee employment and a place of employment which is free from recognized hazards that are causing or are likely to cause death or serious physical harm to the employee.
2. Comply with promulgated rules and standards and with orders issued pursuant to the Act.
3. Post this and other notices and use other appropriate measures to keep his or her employees informed of their protection and obligations under the Act, including the provisions of applicable rules and standards.
4. Notify the Michigan Department of Labor and Economic Opportunity within 8 hours of any work-related fatality. Notification may be accomplished by calling 1-800-858-0397.
5. Notify the Michigan Department of Labor and Economic Opportunity within 24 hours of all work-related inpatient hospitalizations, amputations and losses of an eye. Notification may be accomplished by calling 844-464-6742 (4MIOSH).
6. Make available to employees, for inspection and copying, all medical records and health data in the employer's possession pertaining to that employee.
7. Afford an employee an opportunity with or without compensation to attend all meetings between the Department of Labor and Economic Opportunity and the employer relative to any appeal of a citation by the employer.
8. Give the representative of employees the opportunity to accompany the department during the inspection or investigation of a place of employment and to prohibit the suffering of any loss of wages or fringe benefits or discriminate against the representative of employees for time spent participating in the inspection, investigation, or opening and closing conferences.
9. Provide personal protective equipment, at the employer's expense, when it is specifically required by a MIOSHA standard.
10. Not permit an employee, other than an employee whose presence is necessary to avoid, correct or remove an imminent danger, to operate equipment or engage in a process which has been tagged by the Department and which is the subject of an order issued by the Department identifying that an imminent danger exists.
11. To promptly notify an employee who was or is being exposed to toxic materials or harmful physical agents in concentrations or at levels which exceed those prescribed by a MIOSHA standard.

## EMPLOYEE REQUIREMENTS: MIOSHA requires that each employee:

1. Comply with promulgated rules and standards and with orders issued pursuant to the Act.
2. Not remove, displace, destroy, or carry off a safeguard furnished or provided for use in a place of employment, or interfere in any way with the use thereof by any other person.

**INSPECTIONS/INVESTIGATIONS:** Inspections and investigations are conducted by trained personnel. The Act requires that an employer representative and a representative of employees be given an opportunity to accompany the department representative for the purpose of aiding in the inspection or investigation.

If a representative of employees does not participate, the department representative will consult with a number of employees concerning matters of safety or health in the place of employment.

**COMPLAINTS:** Employees and employee representatives who believe that an unsafe or unhealthful condition exists in their workplace have the right to request an inspection by giving written notice to the Department of Labor and Economic Opportunity. If a condition exists which may present an immediate danger, the Department should be notified in the most expedient manner without regard to a written notice. The names of complainants will be kept confidential and not revealed upon the request of the employee. Employees also have the right to bring unsafe or unhealthful conditions to the attention of the department representative during the conduct of an inspection or investigation.

The Act provides that employees may not be discharged or in any manner discriminated against for filing a complaint or exercising any of their rights under the Act. An employee who believes he or she has been discriminated against may file a complaint with the Michigan Department of Labor and Economic Opportunity within 30 days of the alleged discrimination.

The U.S. Department of Labor is monitoring the operation of the Michigan Occupational Safety and Health Administration (MIOSH) to assure the effective administration of the state act. Any person may make a written complaint regarding the state administration of the state act directly to the Regional Office of OSHA, 230 South Dearborn, Chicago, Illinois 60604.

**CITATIONS:** If upon inspection or investigation the Department of Labor and Economic Opportunity believes that a requirement of the Act has been violated, a citation alleging such violation and setting a time period for correction will be issued to the employer. The citation must be prominently posted at or near the place of the alleged violation for three days or until the violation is corrected, whichever is later.

The Act provides for first instance penalties of up to \$7,000 for a violation. Penalties of up to \$7,000 per day may be assessed for failure to correct a violation within a proposed abatement period. Any employer who willfully or repeatedly violates the Act may be assessed penalties of up to \$70,000 for each such violation. Employers may appeal the alleged citation, the proposed penalties or the abatement periods to the Department and to the Board of Health and Safety Compliance and Appeals. Employees may appeal the abatement period in a similar manner. Employees also may appeal to the Board of Health and Safety Compliance and Appeals any decision issued by the Department in response to an employer appeal.

Criminal penalties also are provided for in the Act. A person who knowingly makes a false statement or report pursuant to the Act upon conviction is punishable by a fine of up to \$10,000 or may be imprisoned for not more than 6 months or both. Any willful violation resulting in death of an employee, upon conviction, is punishable by a fine of up to \$10,000 or by imprisonment for not more than one year or both. A second conviction doubles the maximum monetary penalty and is punishable by imprisonment for up to three years.

**VOLUNTARY ACTIVITY AND COMPLIANCE ASSISTANCE:** The act encourages employers and employees to reduce workplace hazards voluntarily.

The Michigan Department of Labor and Economic Opportunity offers limited on-site consultation assistance to employers to assist them in achieving compliance with occupational safety and health standards. Training specialists are available and can give advice on the correction of hazardous conditions and on the development of safety and health systems. Department staff are available to conduct seminars and training relative to occupational safety and health for both employer and employee groups. Requests for service should be addressed to the department at the address shown below.

The U.S. Department of Labor will continue to enforce federal standards governing maritime operations of long shoring, shipbuilding, ship breaking and ship repairing. These issues are not covered by the Michigan Plan for Occupational Safety and Health

## MORE INFORMATION:

Department of Labor and Economic Opportunity  
Michigan Occupational Safety and Health Administration  
530 W. Allegan Street, P.O. Box 30643  
Lansing, Michigan 48909-8143  
[www.michigan.gov/miosha](http://www.michigan.gov/miosha)

THIS IS AN IMPORTANT DOCUMENT - DO NOT COVER!



MIOSH Complaint Hotline .....	1-800-866-4674
Fatality Hotline .....	1-800-858-0397
MIOSH Injuries/Illnesses Reporting .....	1-844-464-6742
Consultation and Training Assistance .....	1-517-284-7720

The Department of Labor and Economic Opportunity is an equal opportunity employers/program.



MIOSH/CET 2010 (09/20)



# Michigan Department of Labor and Economic Opportunity

Wage and Hour Division  
PO Box 30476  
Lansing, MI 48909-7976



GRETCHEN WHITMER  
GOVERNOR

## REQUIRED POSTER GENERAL REQUIREMENTS - MINIMUM WAGE and OVERTIME

SUSAN CORBIN  
DIRECTOR

### Coverage

The Improved Workforce Opportunity Wage Act (IWOWA), Public Act 337 of 2018 covers employers who employ 2 or more employees 16 years of age and older.

### Minimum Hourly Wage Rate

Effective Date	Minimum Hourly Wage Rate	Tipped Employee		85%** Rate
		Minimum Hourly Rate	Reported Average Hourly Tips	
February 21, 2025	\$12.48	\$5.99	\$6.49	\$10.61
February 21, 2026	\$13.29	\$7.97	\$5.32	\$11.30
February 21, 2027	\$14.16	\$9.91	\$4.25	\$12.04
February 21, 2028	\$14.97	\$11.98	\$2.99	\$12.72

The minimum hourly wage rate of an employee eligible to be considered tipped employee shall be 48% of the minimum hourly wage rate effective February 21, 2025; beginning February 21, 2026, it shall be 60% of the minimum hourly wage rate; beginning February 21, 2027, it shall be 70% of the minimum hourly wage rate; beginning February 21, 2028, it shall be 80% of the minimum hourly wage rate; beginning February 21, 2029, it shall be 90% of the minimum hourly wage rate; and beginning February 21, 2030 and thereafter, it shall be 100% of the minimum hourly wage rate.

### 85% Rate

Minors under the age of 18 may be paid 85% of the minimum hourly wage rate.

### Training Wage

A training wage of \$4.25 per hour may be paid to employees under 20 years of age for the first 90 calendar days of employment.

### Overtime

Employees covered by the IWOWA must be paid 1-1/2 times their regular rate of pay for hours worked over 40 in a workweek. The following are exempt from overtime requirements: employees exempt from the minimum wage provisions of the Fair Labor Standards Act of 1938, 29 USC 201 to 219 (except certain domestic service employees), professional, administrative, or executive employees; elected officials and political appointees; employees of amusement and recreational establishments operating less than 7 months of the year; agricultural employees, and any employee not subject to the minimum wage provisions of the act. Public sector and certain private sector employers not covered by the FLSA may be able to use compensatory time in lieu of overtime under specific provision.

### Equal Pay

An employer shall not discriminate on the basis of sex by paying employees a rate which is less than the rate paid to employees of the opposite sex for equal work on jobs requiring equal skill, effort, and responsibility performed under similar working conditions - except where payment is pursuant to a seniority system, merit system or system measuring earnings on the basis of quantity or quality of production or a differential other than sex.

### Enforcement

An employee may either file civil action for recovery of unpaid minimum wages or overtime, or they may file a complaint with the Department of Labor and Economic Opportunity. The department may investigate a complaint and file civil action to collect unpaid wages or overtime due the employee and all employees of an establishment. Recovery under this act can include unpaid minimum wages and/or overtime, plus an equal additional amount as liquidated damages, costs, and reasonable attorney fees. A civil fine of \$1,000 can be assessed to an employer who does not pay minimum wage and/or overtime.

LEO is an equal opportunity employer/program.

Auxiliary aids, services and other reasonable accommodations are available, upon request, to individuals with disabilities.

[www.michigan.gov/wagehour](http://www.michigan.gov/wagehour) • Toll Free 1-855-4MI-WAGE (1-855-464-9243)

WHD 9904 (Revised • 9/2024)



Michigan Department of Labor & Economic Opportunity

Wage and Hour Division

PO Box 30476

Lansing, MI 48909-7976

REQUIRED POSTER

GENERAL REQUIREMENTS – EARNED SICK TIME ACT\*



GRETCHEN WHITMER GOVERNOR

SUSAN CORBIN DIRECTOR

Your employer's 'year' for the purposes of the Earned Sick Time Act is: \_\_\_\_\_

Earned Sick Time Accrual

Table with 4 columns: Number of Employees, Minimum Accrual, Minimum Paid Sick Time, Unpaid Sick Time. Rows for 'Less than 10 employees' and '10 or more employees'.

- Earned sick time shall carry over from year to year, a business with less than 10 employees is not required to permit an employee to use more than 40 hours of paid earned sick time and 32 hours of unpaid earned sick time in a single year, employers with 10 or more employees are not required to permit an employee to use more than 72 hours of paid earned sick time in a single year.
• Earned sick time shall begin to accrue on the effective date of this law, or upon commencement of the employee's employment, whichever is later.
• An employee may use accrued earned sick time as it is accrued.
• An employer is in compliance with the act if it provides any paid leave in at least the same amounts as that provided under this act that may be used for the same purposes and under the same conditions provided in this act and that is accrued at a rate equal to or greater than the rate described in subsections (1) and (2) of Section 3 of the act. Paid leave includes, but is not limited to, paid vacation days, personal days, and paid time off.

Earned Sick Time Uses

An employer shall permit an employee to use the earned sick time accrued for any of the following:

- The employee's or the employee's family member's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee's mental or physical illness, injury, or health condition; or preventative medical care for the employee.
• If the employee or the employee's family member is a victim of domestic violence or sexual assault, for medical care or psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization; to relocate due to domestic violence or sexual assault; to obtain legal services; or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.
• For meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child; or
• For closure of the employee's place of business by order of a public official due to a public health emergency; for an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency; or when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or employee's family member's presence in the community would jeopardize the health of others because of the employee's or family member's exposure to a communicable disease.
• An employer shall not require an employee to search for or secure a replacement worker as a condition for using earned sick time.

Exercise of Rights

- An employer or any other person shall not interfere with, restrain, or deny the exercise of, or the attempt to exercise, any right protected under this act.
• An employer shall not take retaliatory personnel action or discriminate against an employee because the employee has exercised a right protected under this act. "Retaliatory personnel action" means any of the following:
- Denial of any right guaranteed under this act.
- A threat, discharge, suspension, demotion, reduction of hours, or other adverse action against an employee or former employee for exercise of a right guaranteed under this act.
- Sanctions against an employee who is a recipient of public benefits for exercise of a right guaranteed under this act.
- Interference with, or punishment for, an individual's participation in any manner in an investigation, proceeding, or hearing under this act.
• An employer's absence control policy shall not treat earned sick time taken under this act as an absence that may lead to or result in retaliatory personnel action.

Complaint Filing

An employee affected by an alleged violation, at any time within 3 years after the alleged violation or the date when the employee knew of the alleged violation, whichever is later, may do any of the following:

- (a) Bring a civil action for appropriate relief, including, but not limited to, payment for used earned sick time; rehiring or reinstatement to the employee's previous job; payment of back wages; reestablishment of employee benefits to which the employee otherwise would have been eligible if the employee had not been subjected to retaliatory personnel action or discrimination; and an equal additional amount as liquidated damages together with costs and reasonable attorney fees as the court allows.
(b) File a claim with the department, which shall investigate the claim. Filing a claim with the department is neither a prerequisite nor a bar to bringing a civil action.

\*For precise language of the statute, see Public Act 338 of 2018, as amended

Auxiliary aids, services and other reasonable accommodations are available, upon request, to individuals with disabilities.

www.michigan.gov/wagehour • Toll Free 1-855-4MI-WAGE (1-855-464-9243)

WHD 9911 (Revised 8/22/2024)

# MICHIGAN LAW

## PROHIBITS DISCRIMINATION

**IN EMPLOYMENT, EDUCATION, HOUSING, PUBLIC  
ACCOMMODATION, LAW ENFORCEMENT OR PUBLIC SERVICE**

### BASED ON

religion, race (including hair texture and protective hairstyles), color, national origin, sex, disability, sexual orientation, gender identity or expression, age<sup>1</sup>, marital status<sup>1</sup>, height<sup>2</sup>, weight<sup>2</sup>, arrest record<sup>2</sup>, genetic information<sup>2</sup>, and familial status<sup>3</sup>

Persons with disabilities needing accommodations for employment must notify their employers in writing within 182 days.

*<sup>1</sup> Under the education article, age and marital status are prohibited considerations for admissions only*

*<sup>2</sup> in employment only*

*<sup>3</sup> in housing only*

If you think you have been **discriminated** against, you may file a **complaint** with the Michigan Department of Civil Rights.

**Call 1-800-482-3604**  
**Video Phone: 313-437-7035**  
**[www.michigan.gov/mdcr](http://www.michigan.gov/mdcr)**



Post in a conspicuous place.

# *Notice to All Employees: Information About Unemployment Benefits*

This employer is covered by the  
**MICHIGAN EMPLOYMENT SECURITY ACT**  
Unemployment benefits are payable to qualified and eligible workers of  
this employer through Michigan's Unemployment Insurance Agency.

## **File an unemployment claim online**

If you become unemployed, you can file your new unemployment claim or  
reopen an established claim online through the Michigan Web Account  
Manager (MiWAM) at [michigan.gov/uia](https://michigan.gov/uia). Click on MiWAM for workers.

A claim for benefits begins the week it is filed. File your claim the first week  
you become unemployed.

For complete information about  
your benefit rights and  
responsibilities, review the  
Handbook for Unemployed  
Workers at [michigan.gov/ula](https://michigan.gov/ula).

STATE OF MICHIGAN  
DEPARTMENT OF LABOR AND  
ECONOMIC OPPORTUNITY  
UNEMPLOYMENT INSURANCE AGENCY

UIA is an equal opportunity employer/program. Auxiliary aids, services and other  
reasonable accommodations are available upon request to individuals with  
disabilities.

State of Michigan Department of Labor And Economic Opportunity  
Unemployment Insurance Agency; Authority: Michigan Administrative  
Code, Section R 421.105; Paid for with federal funds.

UIA 1710  
(Rev. 12-19)





# 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 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 in the private sector, subject to restrictions, to certain prospective employees of security service firms (armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers.

The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer.

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 detector tests.

### EXAMINEE RIGHTS

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.

### ENFORCEMENT

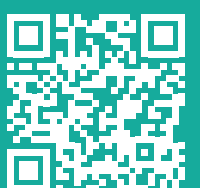
The Secretary of Labor may bring court actions to restrain violations and assess civil penalties against violators. Employees or job applicants may also bring their own court actions.

**THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.**



WAGE AND HOUR DIVISION  
UNITED STATES DEPARTMENT OF LABOR

1-866-487-9243  
TTY: 1-877-889-5627  
[www.dol.gov/whd](http://www.dol.gov/whd)







GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY

SUSAN CORBIN  
DIRECTOR

**Informational Sheet:**  
Youth Employment Standards Act 90 of 1978, as amended

**POSTING REQUIREMENT**

**MCL 409.110 Minor under 16 years; days and hours of employment.**

**Sec. 10.** A minor under 16 years shall not be employed in an occupation subject to this act for more than 6 days in 1 week, nor for a period longer than a weekly average of 8 hours per day or 48 hours in 1 week, nor more than 10 hours in 1 day. The minor shall not be employed between the hours of 9 p.m. and 7 a.m. A minor who is a student in school shall not be employed more than a combined school and work week of 48 hours during the period when school is in session.

**MCL 409.111 Minor 16 years and over; days and hours of employment; employment in agricultural processing.**

**Sec. 11. (1).** Except as provided in subsection (3), a person shall not employ a minor 16 years of age or older in an occupation subject to this act for more than any of the following periods:  
(a) Six days in 1 week.  
(b) An average of 8 hours per day in 1 week.  
(c) Ten hours in 1 day.  
(d) Subject to subdivision (e), 48 hours in 1 week.  
(e) If the minor is a student in school and school is in session, 24 hours in 1 week.

**(2)** Except as provided in subsection (3), a person shall not employ a minor 16 years of age or older between 10:30 p.m. and 6 a.m. However, except as provided in subsection (3), a person may employ a minor 16 years of age or older who is a student in school until 11:30 p.m. on any of the following days:  
(a) On Fridays and Saturdays.  
(b) During school vacation periods.  
(c) During periods when the minor is not regularly enrolled in school.

**(3)** A person may employ a minor 16 years of age or older in farming operations involved in the production of seed or in agricultural processing for a period greater than the periods described in subsections (1) and (2) if all of the following conditions are met: If a minor is a student in school, the period greater than the periods described in subsections (1) and (2) occurs when school is not in session.  
(a) The minor is employed for not more than 11 hours in 1 day.  
(b) The minor is employed for not more than 62 hours in any week. However, the employer shall not require the minor to work more than 48 hours during any week without the consent of the minor.  
(c) The minor is not employed between 2 a.m. and 5:30 a.m.  
(d) The agricultural processing employer maintains on file a written acknowledgment of the minor's parent or guardian consenting to the period of employment authorized under this subsection.

**(4)** As used in this section:  
(a) "Agricultural processing" means the cleaning, sorting or packaging of fruits or vegetables.  
(b) "Farming operations involved in the production of seed" means farming activities and research involved in the production of seed, including plant detasseling, hand-pollination, roguing, or hoeing, and any other similar farming activity required for commercial seed production.

History: Am. 1978, Act 90, Eff. June 1, 1978 ;-- Am. 1995, Act 251, Eff. Mar. 28, 1996 ;-- Am. 1996, Act 499, Imd. Eff. Jan. 9, 1997 ;-- Am. 2000, Act 418, Imd. Eff. Jan. 8, 2001 ;-- Am. 2011, Act 197, Imd. Eff. Oct. 18, 2011

**MCL 409.112 Meal and rest period.**

**Sec. 12.** A minor shall not be employed for more than 5 hours continuously without an interval of at least 30 minutes for a meal and rest period. An interval of less than 30 minutes shall not be considered to interrupt a continuous period of work.

**MCL 409.112a Prohibition of minors working alone in occupation involving a cash transaction after sunset or 8 p.m. at fixed location.**

**Sec. 12a.** A minor who would otherwise be permitted under this act to be employed in an occupation subject to this act shall not be employed in an occupation that involves a cash transaction subject to this act after sunset or 8 p.m., whichever is earlier, at a fixed location unless an employer or other employee 18 years of age or older is present at the fixed location during those hours.

History: Add. 1980, Act 436, Eff. Mar. 31, 1981.

**IMPORTANT: Administrative Rule, R408.6207 REQUIRES A MINOR SUBJECT TO ACT 90 BE SUPERVISED BY THE EMPLOYER OR ANOTHER EMPLOYEE 18 YEARS OF AGE OR OLDER**

LEO is an equal opportunity employer/program.  
Auxiliary aids, services and other reasonable accommodations are available, upon request, to individuals with disabilities.

WAGE AND HOUR DIVISION  
P.O. Box 30476 • Lansing, Michigan 48909-7976  
**OVERNIGHT MAIL ADDRESS: 2407 N. GRAND RIVER • LANSING, MICHIGAN 48906**  
Toll Free: 1-855-4MI-WAGE (1-855-464-9243) • (517) 284-7800 • FAX (517) 763-0110  
[www.michigan.gov/wagehour](http://www.michigan.gov/wagehour)



# YOUR RIGHTS UNDER USERRA THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

**USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.**

## REEMPLOYMENT RIGHTS

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and:

- ☆ you ensure that your employer receives advance written or verbal notice of your service;
- ☆ you have five years or less of cumulative service in the uniformed services while with that particular employer;
- ☆ you return to work or apply for reemployment in a timely manner after conclusion of service; and
- ☆ you have not been separated from service with a disqualifying discharge or under other than honorable conditions.

If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.

## RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

If you:

- ☆ are a past or present member of the uniformed service;
- ☆ have applied for membership in the uniformed service; or
- ☆ are obligated to serve in the uniformed service;

then an employer may not deny you:

- ☆ initial employment;
- ☆ reemployment;
- ☆ retention in employment;
- ☆ promotion; or
- ☆ any benefit of employment

because of this status.

In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

## HEALTH INSURANCE PROTECTION

- ☆ If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military.
- ☆ Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

## ENFORCEMENT

- ☆ The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.
- ☆ For assistance in filing a complaint, or for any other information on USERRA, contact VETS at **1-866-4-USA-DOL** or visit its website at <http://www.dol.gov/vets>. An interactive online USERRA Advisor can be viewed at <http://www.dol.gov/elaws/userra.htm>.
- ☆ If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation.
- ☆ You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and may be viewed on the internet at this address: <http://www.dol.gov/vets/programs/userra/poster.htm>. Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying the text of this notice where they customarily place notices for employees.



**U.S. Department of Labor**  
1-866-487-2365



**U.S. Department of Justice**



**Office of Special Counsel**



**1-800-336-4590**

Publication Date — April 2017

As Required by the  
Michigan  
Right To  
Know Law



TO BE POSTED THROUGHOUT THE  
WORKPLACE NEXT TO THE SAFETY DATA SHEETS (SDS)  
LOCATION POSTERS

# NEW OR REVISED SDS

New or Revised	Receipt Date	Posting Date	Location of New or Revised SDS
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Michigan Department of Labor and Economic Opportunity (LEO)  
Michigan Occupational Safety and Health Administration  
Consultation Education and Training Division  
(517) 284-7720

Paid in part with  
Federal OSHA funds.  
MIOSHA/CET #2106 (Revised 12/19)  
*LEO is an equal opportunity employer/program.*



For further information visit our website at:  
[www.michigan.gov/miosha](http://www.michigan.gov/miosha)

# ***This Workplace Covered by the Michigan Right To Know Law***



Employers must make available for employees in a readily accessible manner, Safety Data Sheets (SDS) for those hazardous chemicals in their workplace.

Employees cannot be discharged or discriminated against for exercising their rights including the request for information on hazardous chemicals.

Employees must be notified and given direction (by employer posting) for locating Safety Data Sheets and the receipt of new or revised SDS(s).

When the employer has not provided a SDS, employees may request assistance in obtaining SDS from the:

Michigan Department of Labor and Economic Opportunity (LEO)  
Michigan Occupational Safety and Health Administration  
General Industry Safety and Health Division (517) 284-7750  
Construction Safety and Health Division and Asbestos Licensing (517) 284-7680  
[www.michigan.gov/miosha](http://www.michigan.gov/miosha)

MIOSHA/CET #2105 (Rev. 12/19)

## **SDS(s) For This Workplace Are Located At**

---

Location(s)

---

Location(s)

---

Person(s) responsible for SDS(s)

---

Phone

*LEO is an equal opportunity employer/program.*



# EMPLOYEE RIGHTS

## UNDER THE FAIR LABOR STANDARDS ACT

### FEDERAL MINIMUM WAGE

# \$7.25

 PER HOUR

BEGINNING JULY 24, 2009

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.

#### CHILD LABOR

An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural employment.

#### TIP CREDIT

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 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 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. 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

- Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions.
- 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 contractors are not.
- 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

1-866-487-9243  
[www.dol.gov/agencies/whd](http://www.dol.gov/agencies/whd)



WH1088 REV 0423



# Know Your Rights:

# Workplace Discrimination is Illegal

The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in employment. If you believe you've been discriminated against at work or in applying for a job, the EEOC may be able to help.

## Who is Protected?

- Employees (current and former), including managers and temporary employees
- Job applicants
- Union members and applicants for membership in a union

## What Organizations are Covered?

- Most private employers
- State and local governments (as employers)
- Educational institutions (as employers)
- Unions
- Staffing agencies

## What Types of Employment Discrimination are Illegal?

Under the EEOC's laws, an employer may not discriminate against you, regardless of your immigration status, on the bases of:

- Race
- Color
- Religion
- National origin
- Sex (including pregnancy and related conditions, sexual orientation, or gender identity)
- Age (40 and older)
- Disability
- Genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic services, or family medical history)
- Retaliation for filing a charge, reasonably opposing discrimination, or participating in a discrimination lawsuit, investigation, or proceeding
- Interference, coercion, or threats related to exercising rights regarding disability discrimination or pregnancy accommodation

## What Employment Practices can be Challenged as Discriminatory?

All aspects of employment, including:

- Discharge, firing, or lay-off
- Harassment (including unwelcome verbal or physical conduct)
- Hiring or promotion
- Assignment
- Pay (unequal wages or compensation)
- Failure to provide reasonable accommodation for a disability; pregnancy, childbirth, or related medical condition; or a sincerely-held religious belief, observance or practice
- Benefits
- Job training
- Classification
- Referral
- Obtaining or disclosing genetic information of employees
- Requesting or disclosing medical information of employees
- Conduct that might reasonably discourage someone from opposing discrimination, filing a charge, or participating in an investigation or proceeding
- Conduct that coerces, intimidates, threatens, or interferes with someone exercising their rights, or someone assisting or encouraging someone else to exercise rights, regarding disability discrimination (including accommodation) or pregnancy accommodation

## What can You Do if You Believe Discrimination has Occurred?

Contact the EEOC promptly if you suspect discrimination. Do not delay, because there are strict time limits for filing a charge of discrimination (180 or 300 days, depending on where you live/work).

You can reach the EEOC in any of the following ways:

- Submit** an inquiry through the EEOC's public portal: <https://publicportal.eeoc.gov/Portal/Login.aspx>
- Call** 1-800-669-4000 (toll free)  
1-800-669-6820 (TTY)  
1-844-234-5122 (ASL video phone)
- Visit** an EEOC field office (information at [www.eeoc.gov/field-office](http://www.eeoc.gov/field-office))
- E-Mail** [info@eeoc.gov](mailto:info@eeoc.gov)

Additional information about the EEOC, including information about filing a charge of discrimination, is available at [www.eeoc.gov](http://www.eeoc.gov).



## EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS

The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) enforces the nondiscrimination and affirmative action commitments of companies doing business with the Federal Government. If you are applying for a job with, or are an employee of, a company with a Federal contract or subcontract, you are protected under Federal law from discrimination on the following bases:

### Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin

Executive Order 11246, as amended, prohibits employment discrimination by Federal contractors based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

### Asking About, Disclosing, or Discussing Pay

Executive Order 11246, as amended, protects applicants and employees of Federal contractors from discrimination based on inquiring about, disclosing, or discussing their compensation other compensation of other applicants or employees.

### Disability

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment by Federal contractors. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship to the employer. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

### Protected Veteran Status

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and requires affirmative action to recruit, employ, and advance in employment, disabled veterans, recently separated veterans (i.e., within three years of discharge or release from active duty), active duty wartime or campaign badge veterans, or Armed Forces service medal veterans.

### Retaliation

Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination by Federal contractors under these Federal laws.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under OFCCP's authorities should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP)  
U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Washington, D.C. 20210  
1-800-397-6251 (toll-free)

If you are deaf, hard of hearing, or have a speech disability, please dial 7-1-1 to access telecommunications relay services. OFCCP may also be contacted by submitting a question online to OFCCP's Help Desk at <https://ofccphelpdesk.dol.gov/s/>, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor and on OFCCP's "Contact Us" webpage at <https://www.dol.gov/agencies/ofccp/contact>.

## PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

### Race, Color, National Origin, Sex

In addition to the protections of Title VII of the Civil Rights Act of 1964, as 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 VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance.

### Individuals with Disabilities

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job.

If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.

# Job Loss?

Important Information Workers Need to Know to Protect their Health Coverage and Retirement Benefits

U.S. Department of Labor

Working for an employer who offers health and retirement benefits is one of the smartest things an employee can do. But what happens when you leave the job? What happens to your health and retirement benefits if you are downsized or go to work for another employer?

The good news is that you have protections under Federal law. You may be able to continue your health care coverage or enroll in new coverage, for instance. And you'll want to protect the retirement benefits you've earned so you will have them when you retire. Know the benefits and protections you are entitled to and where to go with questions.

**If you have questions or want free booklets about your health benefit rights and retirement plan protections, contact the Employee Benefits Security Administration electronically at [askebsa.dol.gov](http://askebsa.dol.gov) or by calling toll free 1-866-444-3272.**

## 1

### Keep Covered - Explore Your Health Coverage Options Now

You may have a special enrollment opportunity in your spouse's employment-based health plan or an individual plan in the Health Insurance Marketplace. Or, you might be able to continue coverage in your old plan for up to 18 months under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Under COBRA, you may have to pay the entire premium plus a 2 percent administrative fee. Also, contact your state government to find out if you or your dependents are eligible for Medicaid or the state Children's Health Insurance Program. Compare your options before you decide which coverage to elect. In addition, the Marketplace has an open enrollment each year. Visit [HealthCare.gov](http://HealthCare.gov) for more information.

## 2

### Consider health coverage when looking for a new job

Ask about the health benefits offered by any potential employers. Find out what premiums and out-of-pocket costs you'll pay and what the plan covers. Under the Patient Protection and Affordable Care Act, you cannot be denied enrollment or benefits by your new employer's health plan due to a preexisting medical condition. Also check to see if the new plan has a waiting period before you can enroll in coverage – generally, it cannot last longer than 90 days from the date you become eligible for the plan.

## 3

### Protect the retirement benefits you've earned

Keep your records. When you leave a job or retire, make sure you have copies of your retirement plan's Summary Plan Description or SPD, all account statements and other documents from the plan. They tell you about your rights under the plan including when you can receive retirement benefits. Learn about other retirement safeguards under ERISA, the Employee Retirement Income Security Act.

# EMPLOYEE RIGHTS

## FOR WORKERS WITH DISABILITIES

### PAID AT SUBMINIMUM WAGES

This establishment has a certificate authorizing the payment of subminimum wages to workers who are disabled for the work they are performing. Authority to pay subminimum wages to workers with disabilities generally applies to work covered by the **Fair Labor Standards Act (FLSA)**, **McNamara-O'Hara Service Contract Act (SCA)**, and/or **Walsh-Healey Public Contracts Act (PCA)**. Such subminimum wages are referred to as "commensurate wage rates" and are less than the basic hourly rates stated in an SCA wage determination and/or less than the FLSA minimum wage of **\$7.25 per hour**. A "commensurate wage rate" is based on the worker's individual productivity, no matter how limited, in proportion to the wage and productivity of experienced workers who do not have disabilities that impact their productivity when performing essentially the same type, quality, and quantity of work in the geographic area from which the labor force of the community is drawn.

*Employers shall make this poster available and display it where employees and the parents and guardians of workers with disabilities can readily see it.*

#### WORKERS WITH DISABILITIES

Subminimum wages under section 14(c) are not applicable unless a worker's disability actually impairs the worker's earning or productive capacity for the work being performed. The fact that a worker may have a disability is not in and of itself sufficient to warrant the payment of a subminimum wage.

For purposes of payment of commensurate wage rates under a certificate, a worker with a disability is defined as: An individual whose earnings or productive capacity is impaired by a physical or mental disability, including those related to age or injury, for the work to be performed.

Disabilities which may affect productive capacity include an intellectual or developmental disability, psychiatric disability, a hearing or visual impairment, and certain other impairments. The following do not ordinarily affect productive capacity for purposes of paying commensurate wage rates: educational disabilities; chronic unemployment; receipt of welfare benefits; nonattendance at school; juvenile delinquency; and correctional parole or probation.

#### WORKER NOTIFICATION

Each worker with a disability and, where appropriate, the parent or guardian of such worker, shall be informed orally and in writing by the employer of the terms of the certificate under which such worker is employed.

#### KEY ELEMENTS OF COMMENSURATE WAGE RATES

- **Nondisabled worker standard**—The objective gauge (usually a time study of the production of workers who do not have disabilities that impair their productivity for the job) against which the productivity of a worker with a disability is measured.
- **Prevailing wage rate**—The wage paid to experienced workers who do not have disabilities that impair their productivity for the same or similar work and who are performing such work in the area. Most SCA contracts include a wage determination specifying the prevailing wage rates to be paid for SCA-covered work.
- **Evaluation of the productivity of the worker with a disability**—Documented measurement of the production of the worker with a disability (in terms of quantity and quality).

The wages of all workers paid commensurate wages must be reviewed, and adjusted if appropriate, at periodic intervals. At a minimum, the productivity of hourly-paid workers must be reevaluated at least every six months and a new prevailing wage survey must be conducted at least once every twelve months. In addition, prevailing wages must be reviewed, and adjusted as appropriate, whenever there is a change in the job or a change in the prevailing wage rate, such as when the applicable state or federal minimum wage is increased.

#### WIOA

The Workforce Innovation and Opportunity Act of 2014 (WIOA) amended the Rehabilitation Act by adding section 511, which places limitations on the payment of subminimum wages to individuals with disabilities by mandating the completion of certain requirements prior to and during the payment of a subminimum wage.

#### EXECUTIVE ORDER 13658

Executive Order 13658, Establishing a Minimum Wage for Contractors, established a minimum wage that generally must be paid to workers performing on or in connection with a covered contract with the Federal Government. Workers covered by this Executive Order and due the full Executive Order minimum wage include workers with disabilities whose wages are calculated pursuant to certificates issued under section 14(c) of the FLSA.

#### FRINGE BENEFITS

Neither the FLSA nor the PCA have provisions requiring vacation, holiday, or sick pay nor other fringe benefits such as health insurance or pension plans. SCA wage determinations may require such fringe benefit payments (or a cash equivalent). Workers paid under a certificate authorizing commensurate wage rates must receive the full fringe benefits listed on the SCA wage determination.

#### OVERTIME

Generally, if a worker is performing work subject to the FLSA, SCA, and/or PCA, that worker must be paid at least 1 1/2 times their regular rate of pay for all hours worked over 40 in a workweek.

#### CHILD LABOR

Minors younger than 18 years of age must be employed in accordance with the child labor provisions of the FLSA. No persons under 16 years of age may be employed in manufacturing or on a PCA contract.

#### PETITION PROCESS

Workers with disabilities paid at subminimum wages may petition the Administrator of the Wage and Hour Division of the Department of Labor for a review of their wage rates by an Administrative Law Judge. No particular form of petition is required, except that it must be signed by the worker with a disability or his or her parent or guardian and should contain the name and address of the employer. Petitions should be mailed to: Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Avenue NW, Washington, D.C. 20210.



WAGE AND HOUR DIVISION  
UNITED STATES DEPARTMENT OF LABOR

1-866-487-9243  
TTY: 1-877-889-5627  
[www.dol.gov/whd](http://www.dol.gov/whd)





# EMPLOYEE RIGHTS

## UNDER THE FAMILY AND MEDICAL LEAVE ACT

### What is FMLA leave?

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 12-month period for:

- 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 for the servicemember.

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 #28M(c) for more information.

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 FMLA leave.

### Am I eligible to take FMLA leave?

You are an **eligible employee** if **all** of the following apply:

- 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 work location.

Airline flight crew employees have different "hours of service" requirements.

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 year,
- You work for an elementary or public or private secondary school, or 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 Management.

### 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 provider to verify medical leave and may request certification of a qualifying exigency.

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 rights.

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.

### What does my employer need to do?

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

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

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** for FMLA leave. If your employer determines that you are eligible, your **employer must notify you in writing:**

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

### Where can I find more information?

Call **1-866-487-9243** or visit [dol.gov/fmla](http://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 complaint process.**



WAGE AND HOUR DIVISION  
UNITED STATES DEPARTMENT OF LABOR

scan me



# ATTENTION EMPLOYEES

**The Michigan Whistleblowers' Protection Act (469 P .A. 1980) creates certain protections and obligations for employees and employers under Michigan law.**

## PROTECTIONS:

It is illegal for employers in Michigan to discharge, threaten or otherwise discriminate against you regarding your compensation, terms, conditions, location or privileges of employment because you or a person acting on your behalf reports or is about to report a violation or a suspected violation of federal, state or local laws, rules or regulations to a public body.

It is illegal for employers in Michigan to discharge, threaten or otherwise discriminate against you regarding your compensation, terms, conditions, location or privileges of employment because you take part in a public hearing, investigation, inquiry or court action.

## OBLIGATIONS:

The Act does not diminish or impair either your rights or the rights of your employer under any collective bargaining agreement.

The Act does not require your employer to compensate you for your participation in a public hearing, investigation, inquiry or court action.

The Act does not protect you from disciplinary action if you make a report to a public body that you know is false.

## ENFORCEMENT:

If you believe that your employer has violated this Act you may bring civil action in circuit court within 90 days of the alleged violation of the Act.

## PENALTIES:

Persons found in violation of this Act may be subject to a civil fine of up to \$500.00.

If your employer has violated this Act the court can order your reinstatement, the payment of back wages, full reinstatement of fringe benefits and seniority rights, actual damages, or any combination of these remedies. The court may also award all or a portion of the costs of litigation, including reasonable attorney fees and witness fees to the complainant if the court believes such an award is appropriate.

This poster is provided as a courtesy of the Michigan Occupational Safety and Health Administration (MIOSHA). Visit our website at [www.michigan.gov/miosha](http://www.michigan.gov/miosha).



## Paycheck Checkup Can Prevent a Tax-Time Surprise

It's important to check your federal income tax withholding now to avoid an unexpected tax bill or penalty with next year's return. The IRS Tax Withholding Estimator can help.

### Everyone should check their withholding. It's especially important to check now if you:

- Had a large tax refund or tax bill the last time you filed
- Are a two-income family
- Have two or more jobs at the same time
- Work a seasonal job or only work part of the year
- Claim the child tax credit
- Have dependents age 17 or older
- Previously itemized your deductions
- Have high income or a complex tax return

### Use the IRS Tax Withholding Estimator to do a Paycheck Checkup

- The IRS Tax Withholding Estimator helps figure out if you should submit a new Form W-4 to your employer or make estimated tax payments to the IRS before the end of the year.
- Have your most recent pay stub and federal tax return on hand.
- The estimator's results are only as accurate as the information you enter.
- Find the IRS estimator at [IRS.gov/withholding](https://www.irs.gov/withholding).



# MICHIGAN SAFETY AND HEALTH PROTECTION ON THE JOB

THE MICHIGAN OCCUPATIONAL SAFETY AND HEALTH ACT, 1974 PA. 154, AS AMENDED, REQUIRES POSTING OF THIS DOCUMENT IN A CENTRAL AND CONSPICUOUS LOCATION. FAILURE TO DO SO MAY RESULT IN A PENALTY.

The Michigan Occupational Safety and Health Act (MIOSH Act), Act No. 154 of the Public Acts of 1974, as amended, provides job safety and health protection for Michigan employees under the maintenance of safe and healthful working conditions. Under the MIOSH Act and as amended in September 1973 by the U.S. Department of Labor, the Michigan Department of Labor and Economic Opportunity is responsible for administering the Act. Department representatives conduct job site inspections and investigations to ensure compliance with the Act and with safety and health standards.

The contents of this poster describe many important provisions of the Act. These provisions apply equally to employees and employers in private industry or the public sector.

## EMPLOYER REQUIREMENTS: MIOASH requires that each employer:

- 1. Furnish to each employee equipment and a place of employment which is free from recognized hazards that are causing or are likely to cause death or serious physical harm to the employee.
- 2. Comply with promulgated rules and standards and with orders issued pursuant to the Act.
- 3. Post this and other notices and use other appropriate measures to keep his or her employees informed of their protection and obligations under the Act, including the provisions of applicable rules and standards.
- 4. Notify the Michigan Department of Labor and Economic Opportunity within 8 hours of any work-related fatality. Notification may be accomplished by calling 1-800-858-0397.
- 5. Notify the Michigan Department of Labor and Economic Opportunity within 24 hours of all work-related inpatient hospitalizations, amputations and losses of an eye. Notification may be accomplished by calling 844-464-6742 (MIOSHHA).
- 6. Make available to employees, for inspection and copying, all medical records and health data in the employer's possession pertaining to that employee.
- 7. Afford an employee an opportunity with or without compensation to attend all meetings between the Michigan Department of Labor and Economic Opportunity and the employer relative to any appeal of a citation by the employer.
- 8. Give the representative of employees the opportunity to accompany the department during the inspection or investigation of a place of employment and to prohibit the suffering of any loss of wages or fringe benefits or discriminate against the representative of employees for time spent participating in the inspection, investigation, or opening and closing conferences.
- 9. Provide personal protective equipment, at the employer's expense, when it is specifically required by a MIOASH standard.
- 10. Not permit an employee, other than an employee whose presence is necessary to avoid, correct or remove an imminent danger, to operate equipment or engage in a process which has been tagged by the Department and which is the subject of an order issued by the Department identifying that an imminent danger exists.
- 11. To promptly notify an employee who was or is being exposed to toxic materials or harmful physical agents in concentrations or at levels which exceed those prescribed by a MIOASH standard.

**EMPLOYEE REQUIREMENTS:** MIOASH requires that each employee:

- 1. Comply with promulgated rules and standards and with orders issued pursuant to the Act.
- 2. Not remove, displace, destroy, or carry off a safeguard furnished or provided for use in a place of employment, or interfere in any way with the use thereof by another person.

**INSPECTIONS/INVESTIGATIONS:** Inspections and investigations are conducted by trained personnel. The Act requires that an employer representative and a representative of employees in a process which has been tagged by the Department representative for the purpose of aiding in the inspection or investigation. If a representative of employees does not participate, the department representative will consult with a number of employees concerning matters of safety or health in the place of employment.

## THIS IS AN IMPORTANT DOCUMENT - DO NOT COVER!

- MIOASH Complaint Hotline ..... 1-800-866-4674
- Fatality Hotline ..... 1-800-858-0397
- MIOASH Injuries/Illnesses Reporting ..... 1-844-464-6742
- Consultation and Training Assistance ..... 1-517-284-7720

The Michigan Department of Labor and Economic Opportunity (LEO) is an equal opportunity employers program.

**Michigan Department of Labor and Economic Opportunity**  
**Wage and Hour Division**  
**LEO 48909-7376**  
**REQUIRED POSTER**

**GENERAL REQUIREMENTS - EARNED SICK TIME ACT\***

Your employer's year for the purposes of the Earned Sick Time Act is:

Number of Employees	Minimum Paid Sick Time	Minimum Paid Sick Time	Unpaid Sick Time
Less than 10 employees	1 hour for every 30 hours	40 hours in a year	32 hours (if more than 40 accrued)
10 or more employees	1 hour for every 30 hours	72 hours in a year	-

\* Earned sick time shall carry over from year to year, a business with less than 10 employees is not required to permit an employee to use more than 40 hours of paid earned sick time or 72 hours of unpaid earned sick time in a single year; employees with 10 or more employees are not required to permit an employee to use more than 72 hours of unpaid earned sick time in a single year.

- Earned sick time shall begin to accrue on the effective date of this law, or upon commencement of the employee's employment, whichever is later.
- An employee may use accrued earned sick time as it accrued.
- An employer in compliance with the act if it provides any paid leave in at least the same amounts as that provided under this act that may be used for the same purposes and under the same conditions provided in this act and that is accrued at a rate equal to or greater than the rate described in subsections (1) and (2) of Section 3 of the act. Paid leave includes, but is not limited to, paid vacation days, personal days, and paid time off.

**Earned Sick Time Uses**

- An employer shall permit an employee to use the earned sick time accrued for any of the following:
- The employee's or the employee's family member's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee's mental or physical illness, injury, or health condition; or preventative medical care for the employee.
- For meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child, or
- For closure of the employee's place of business by order of a public official due to a public health emergency; for an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency; or when it has been determined by the health authorities having jurisdiction by a health care provider that the employee's or employee's family member's presence in the community would jeopardize the health of others because of the employee's or family member's exposure to a communicable disease.
- An employer shall not require an employee to search for or secure a replacement worker as a condition for using earned sick time.

**Exercise of Rights**

- An employer or any other person shall not interfere with, restrain, or deny the exercise of, or the attempt to exercise, any right protected under this act.
- An employer shall not take retaliatory personnel action or discriminate against an employee because the employee has exercised a right protected under this act. Retaliatory personnel action means any of the following:
- Denial of any right guaranteed under this act.
- A threat, discharge, suspension, demotion, reduction of hours, or other adverse action against an employee or former employee for exercise of a right guaranteed under this act.
- Sanctions against an employee who is a recipient of public benefits for exercise of a right guaranteed under this act.
- Interference with, or punishment for, an individual's participation in any manner in an investigation, proceeding, or hearing under this act.
- An employer's absence control policy shall not treat earned sick time taken under this act as an absence that may lead to or result in retaliatory personnel action.

**Complaint Filing**

An employee affected by an alleged violation, at any time within 3 years after the alleged violation or the date when the employee knew or should have known of the violation, may file a complaint with the following:

- (a) Bring a civil action for appropriate relief, including, but not limited to, payment for used earned sick time; rehiring or reinstatement to the employee's previous job; payment of back wages; reestablishment of employee benefits to which the employee otherwise would have been eligible if the employee had not been subjected to retaliatory personnel action or discrimination; and an equal additional amount as liquidated damages together with costs and reasonable attorney fees as the court allows.
- (b) File a claim with the department, which shall investigate the claim. Filing a claim with the department is neither a prerequisite nor a bar to bringing a civil action.

**Enforcement**

An employee may file civil action for recovery of unpaid minimum wages or overtime, or they may file a complaint with the Department of Labor and Economic Opportunity. The department may investigate a complaint and may file a civil action to collect unpaid wages or overtime due the employee and all employees of an establishment. Recovery under this act can include unpaid minimum wages and/or overtime, plus an equal additional amount as liquidated damages, and costs, and reasonable attorney fees. A civil fine of \$1,000 can be assessed to an employer who does not pay minimum wage and/or overtime.

**Equal Pay**

An employer shall not discriminate on the basis of sex by paying employees a rate which is less than the rate paid to employees of the opposite sex for equal work on jobs requiring equal skill, effort, and responsibility, performed under similar working conditions - except where payment is pursuant to a seniority system, merit system, or system measuring earnings on the basis of quantity or quality of production or a differential other than sex.

**Equal Opportunity**

LEO is an equal opportunity employers program.

Auxiliary aids, services and other reasonable accommodations are available, upon request, to individuals with disabilities.

www.michigan.gov/leo | Toll Free 1-855-AM-WAGE | 1-855-844-6243  
WHD-951 | Revised 8/22/2024

# MICHIGAN LAW PROHIBITS DISCRIMINATION

**IN EMPLOYMENT, EDUCATION, HOUSING, PUBLIC ACCOMMODATION, LAW ENFORCEMENT OR PUBLIC SERVICE**

BASED ON religion, race (including hair texture and protective hairstyles), color, national origin, sex, disability, sexual orientation, gender identity or expression, age<sup>1</sup>, marital status<sup>2</sup>, height<sup>2</sup>, weight<sup>2</sup>, arrest record<sup>2</sup>, genetic information<sup>2</sup>, and familial status<sup>3</sup>.

Persons with disabilities needing accommodations for employment must notify their employers in writing within 182 days.

**MDCR**  
MICHIGAN DEPARTMENT OF CIVIL RIGHTS

**Call 1-800-482-3604**  
**Video Phone: 313-437-7035**  
**www.michigan.gov/mdcr**

**STATE OF MICHIGAN**  
**DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY**  
**UNEMPLOYMENT BENEFITS SECURITY ACT**

Unemployment benefits are payable to qualified and eligible workers of this employer through Michigan's Unemployment Insurance Agency.

**File an unemployment claim online**

If you become unemployed, you can file your new unemployment claim or reopen an established claim online through the Michigan Web Account Manager (MIWAM) at michigan.gov/uia. Click on MIWAM for Workers.

**A claim for benefits begins the time it is filed. File your claim the first week you become unemployed.**

**For complete information about your benefit rights and responsibilities, review the Handbook for Unemployed Workers at michigan.gov/uia.**

**Notice To All Employees: Information about Unemployment Benefits**

This employer is covered by the MICHIGAN EMPLOYMENT SECURITY ACT. Unemployment benefits are payable to qualified and eligible workers of this employer through Michigan's Unemployment Insurance Agency.

**As Required by the Michigan Right to Know Law**

TO BE POSTED THROUGHOUT THE STATE OF MICHIGAN TO ALL EMPLOYEES IN 500+ LOCATION POSTERS.

**YOUR RIGHTS UNDER USERRA**  
THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

**REEMPLOYMENT RIGHTS**

- You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed services of the United States.

**RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION**

- You are protected from discrimination based on your military service.

**ADDITIONAL INFORMATION**

- Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions.

**MIOASH**  
MICHIGAN OCCUPATIONAL SAFETY AND HEALTH ACT

**SDS(S) For This Workplace Are Located At**

Location(s): \_\_\_\_\_

Person(s) responsible for SDS(s): \_\_\_\_\_

Phone: \_\_\_\_\_

**MICHIGAN DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY**

**WAGE AND HOUR DIVISION**

**OVERNIGHT MAIL ADDRESS: 2407 N. GRAND RIVER - LANSING, MICHIGAN 48906**

Toll Free: 1-855-AM-WAGE (1-855-844-6243) | (517) 284-7600 | FAX: (517) 763-0110

www.michigan.gov/leo | info@leo.state.mi.us

**Know Your Rights: Workplace Discrimination is Illegal**

The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in employment. If you believe you've been discriminated against at work or in applying for a job, the EEOC may be able to help.

**Who Is Protected?**

- Employees (current and former),
- Independent contractors,
- Temporary employees
- Job applicants
- Union members and applicants for membership in a union

**What Types of Employment Discrimination are Illegal?**

The EEOC's laws, and other laws, prohibit employment discrimination based on race, sex, age, religion, national origin, color, disability, and genetic information. Discrimination based on these characteristics is illegal in all aspects of employment, including:

- Hiring or promotion
- Assignment
- Pay (equal wages or compensation)
- Failure to provide reasonable accommodation for a disability, pregnancy, childbirth, or related medical condition; or a sincerely held religious belief, observance or practice.
- Benefits
- Job training
- Classification
- Referral
- Retaliation for filing a charge, reasonably opposing discrimination, or participating in a discrimination lawsuit, investigation, or proceeding
- Inference, coercion, or threats related to exercising rights regarding disability discrimination or pregnancy accommodation

**What can You Do if You Believe Discrimination has Occurred?**

Contact the EEOC promptly if you suspect discrimination. Do not wait because there are strict time limits for filing a charge of discrimination (180 or 300 days, depending on where you live) work.

You can reach the EEOC in any of the following ways:

- Suisan: 1-800-669-8000 (toll free)
- Call: 1-800-669-8000 (toll free)
- Fax: 1-800-669-8000 (toll free)
- 1-844-234-5122 (ASL video phone)
- Visit an EEOC field office
- E-mail: info@eoc.gov

**EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS**

The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) enforces the nondiscrimination and affirmative action commitments of companies doing business with the Federal Government. These commitments are prohibited in all aspects of employment against persons of a company with a federal contract or subcontract, who are protected under Federal law from discrimination on the following bases:

- Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin

**Disability**

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits qualified individuals with disabilities from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, discipline, referral, and other aspects of employment of Federal contractors. Disability discrimination includes making reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who has an applicant or employee, barring undue hardship to the employer. Section 504 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

**PROGRAMS ON ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE**

**Individuals with Disabilities**

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who with or without reasonable accommodations, can perform the essential functions of the job.

**ATTENTION EMPLOYERS**

The Michigan Whistleblowers' Protection Act (469 P. A. 1980) creates certain protections and obligations for employees and employers under Michigan law.

**PROTECTIONS:** It is illegal for employers to Michigan to discharge, threaten or otherwise discriminate against you regarding your compensation, terms, conditions, location or privileges of employment if you are or a person acting on your behalf reports or is about to report a violation of a suspected violation of federal, state or local laws, rules or regulations to a public body.

**ENFORCEMENT:** If you believe that your employer has violated this Act, you may bring civil action in circuit court within 90 days of the alleged violation of the Act.

# EMPLOYEE RIGHTS 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 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.

**ENFORCEMENT:** 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 action.

**THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.**

**WHD**  
WAGE AND HOUR DIVISION  
UNITED STATES DEPARTMENT OF LABOR

**1-800-482-3604**  
**Toll Free 1-855-AM-WAGE**  
**www.michigan.gov/leo**

# EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

**FEDERAL MINIMUM WAGE \$7.25 PER HOUR**

**As of July 24, 2009**

**THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES CAN READILY SEE IT.**

**CHILDLABOR**

An employee must be at least 16 years of age for all hours worked over 40 in a workweek.

**TIP CREDIT**

Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employees must pay tipped employees a cash wage of at least \$2.13 per hour if their claim to tip credit against their minimum wage obligation. If an employer's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal minimum wage level, 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 one year after the child's birth each time the employee needs to express breast milk. Employers must provide a private, non-lactating, non-dressing, non-client, non-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. The Department may initiate and/or recommend criminal prosecutions. Employees may be assessed civil money penalties for each willful or repeated violation of the minimum wage or overtime pay provisions of the law.

**ADDITIONAL INFORMATION**

- Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions.

**WHD**  
WAGE AND HOUR DIVISION  
UNITED STATES DEPARTMENT OF LABOR

**1-800-482-3604**  
**Toll Free 1-855-AM-WAGE**  
**www.michigan.gov/leo**

# WAGE RIGHTS FOR WORKERS WITH DISABILITIES PAID AT SUBMINIMUM WAGES

This establishment has a certificate authorizing the payment of subminimum wages to workers who are disabled for the work they are performing.

**WORKERS WITH DISABILITIES:** Subminimum wages under section 14(c) are not applicable unless a worker's disability actually impairs the worker's earning or productive capacity for the work being performed. The fact that a worker may have a disability is not in and of itself sufficient to warrant the payment of a subminimum wage.

**WORKER NOTIFICATION:** Each worker with a disability and, where appropriate, the parent or guardian of such worker, shall be informed orally and in writing by the employer of the terms of the certificate under which such worker is employed.

**KEY ELEMENTS OF COMMENSURATE WAGE RATES:**

- Nondiscriminatory standard - The objective wage (usually a time rate) of the production of workers who do not have disabilities that impair their productivity for the job against which the productivity of a worker with a disability is measured.
- Prevailing wage rate - The wage paid to performing workers who do not have disabilities that impair their productivity for the same or similar work and are performing such work in the area. Most SCA certificates include a wage determination specifying the prevailing wage rates to be paid for SCA covered work.
- Evaluation of the productivity of this worker with a disability - Documented measurement of the production of the works of all workers paid commensurate wages must be reviewed, and adjusted if appropriate, at periodic intervals. At a minimum, the production of hourly-paid workers must be reevaluated at least every 6 months and a new prevailing wage rate must be conducted at least every twelve months. In addition, prevailing wages must be reviewed, and adjusted as appropriate, whenever there is a change in the job or a change in the prevailing wage rate, such as when the applicable state or Federal minimum wage is increased.

**EXECUTIVE ORDER 13658:** Executive Order 13658, Establishing a Minimum Wage for Contractors, established a minimum wage that generally must be paid to workers performing on or in connection with a covered contract with the Federal Government. This Executive Order and the full Executive Order minimum wage determination must be reviewed, and adjusted as appropriate, whenever there is a change in the job or a change in the prevailing wage rate, such as when the applicable state or Federal minimum wage is increased.

**FRINGE BENEFITS:** Neither the FLSA nor the PCA have provisions regarding vacation, holiday, or sick pay nor other fringe benefits such as health insurance or pension plans. SCA wage determinations may require such fringe benefit payments (or a cash equivalent) if such benefits are provided to non-disabled workers performing comparable work rates receive the full fringe benefits listed on the SCA wage determination.

**OVERTIME:** Generally, if a worker is performing work as subject to the FLSA, SCA, and/or PCA, that worker will be paid at least 1 1/2 times their regular rate of pay for all hours worked over 40 in a workweek.

**CHILD LABOR:** Minors younger than 18 years of age must be employed in accordance with the child labor provisions of the FLSA. No persons under 18 years of age may be employed in manufacturing or on a PCA contract.

**PETITION PROCESS:** Workers with disabilities paid at subminimum wages may petition the Administrator of the Wage and Hour Division of the Department of Labor for a review of their wage rates by an Administrative Law Judge. No particular form of petition is required, except that it must be signed by the worker with a disability or his or her parent or guardian and should contain the name and address of the employer. Petitions should be mailed to: Administrator, Wage and Hour Division, U.S. Department of Labor, Room 33502, 200 Constitution Avenue NW, Washington, DC, 20210.

**Paycheck Checkup Can Prevent a Tax-Time Surprise**

It's important to check your federal income tax withholding now to avoid an unpleasant surprise when you file your return. The IRS Tax Withholding Estimator can help.

- Everyone should check their withholding. It's especially important to check now if you:
- Have a large tax refund or tax bill the last time you filed
- Are a two-income family
- Have two or more jobs at the same time
- Have a new dependent
- Claim the child tax credit
- Have dependents age 17 or older
- Previously itemized deductions
- Have high income or a complex tax situation

**TO BE POSTED IN A CONSPICUOUS PLACE**

600 South Walnut Street • Lansing, MI 48933  
(517) 371-2100 • www.michigan.com

**IRS**  
U.S. DEPARTMENT OF THE TREASURY

**1-800-482-3604**  
**Toll Free 1-855-AM-WAGE**  
**www.michigan.gov/leo**

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**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. The Department may initiate and/or recommend criminal prosecutions. Employees may be assessed civil money penalties for each willful or repeated violation of the minimum wage or overtime pay provisions of the law.

**ADDITIONAL INFORMATION**

- Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions.

**WHD**  
WAGE AND HOUR DIVISION  
UNITED STATES DEPARTMENT OF LABOR

**1-800-482-3604**  
**Toll Free 1-855-AM-WAGE**  
**www.michigan.gov/leo**

# EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

**What is FMLA leave?**

You do not have to share a medical diagnosis but must provide enough information to your employer so you can determine whether the leave qualifies for FMLA protection. Your employer must certify whether FMLA leave previously taken or approved by the same reason. You must also certify that the leave is for a FMLA-qualifying reason.

**What does FMLA leave allow?**

- You may request certification from a health care provider to your employer. FMLA may require certification of a qualifying condition.

**What are the requirements for FMLA leave?**

- You must be employed by a covered employer (generally, a private employer with at least 50 employees, a state or local government, or an educational institution).
- You must have worked for your employer for at least 12 months.
- You must have worked for at least 1,750 hours during the 12 months before your leave.
- You must have been employed by the employer when you began your leave.

**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 worked at least 1,750 hours during the 12 months before your leave.
- You must have been employed by the employer when you began your leave.

**Where can I find more information?**

Call 1-866-482-3604 or visit [www.dol.gov/fmla](http://www.dol.gov/fmla) to learn more.

**WHD**  
WAGE AND HOUR DIVISION  
UNITED STATES DEPARTMENT OF LABOR

**1-800-482-3604**  
**Toll Free 1-855-AM-WAGE**  
**www.michigan.gov/leo**

**How do I request FMLA leave?**

- Generally, an employer FMLA leave you must:
- Follow your employer's normal policies for requesting leave.
- Provide your employer with a written request for FMLA leave.
- Advance notice is not possible, give notice as soon as possible.

**IRS**  
U.S. DEPARTMENT OF THE TREASURY

**1-800-482-3604**  
**Toll Free 1-855-AM-WAGE**  
**www.michigan.gov/leo**

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**1-800-482-3604**  
**Toll Free 1-855-AM-WAGE**  
**www.michigan.gov/leo**



# TO BE POSTED/SHARED IN A CONSPICUOUS PLACE

Scan to see if your  
posters/notices are up to date:



## PLEASE NOTE:

These digital notices can't replace the U.S. Department of Labor requirements that employers are required to have physical posters conspicuously posted at each organizational facility for employers with any on-site workforce or a hybrid combination of on-site and remote employees. They are intended to help provide an added, helpful resource for employers with hybrid or remote workers.



**MICHIGAN  
CHAMBER**

PROTECT. CONNECT. STRENGTHEN.

600 S. Walnut St. | Lansing, MI 48933

517-371-2100

[info@michamber.com](mailto:info@michamber.com)