MASSACHUSETTS
Thank you for choosing our eComply downloadable labor law posters with one year of free mandatory updates!

Your posters must be posted in a conspicuous location. Be sure to download all files.

**Printing & Posting Instructions**

- These PDF documents should be **printed on 8.5" x 11" paper** with the printer set to the “fit to page” or comparable option. Following these printing instructions will help ensure that you are complying with state and federal size and font requirements.

- Posters have a Publication Code in the lower left corner, below the red line, such as EC-CA-0122 MINIMUM WAGE. **Post pages with the same code together.**

- **Color requirements:** (for Colorado, Maryland, New Mexico, and North Carolina ONLY).*

  - The Attention Employers letter that follows is for your information but should **not** be posted.

**IMPORTANT:** If your email address changes, be sure to notify us so that you continue to receive updates.

We are proud to be your most reliable resource for labor law compliance and we look forward to keeping you in compliance. Please contact us at 800-322-3636 if you have any questions.

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* **Background color requirement** (applies to Colorado Anti-Discrimination, and Maryland Workers Compensation)

  These posters will appear on your computer screen and print with the required color background *if you have a color printer.* If not, you must print these posters on the appropriate colored paper.

  **Identical poster requirement** (applies to North Carolina Workers Compensation and New Mexico Workers Compensation)

  These posters must be identical to the state-issued poster which is in color. The posters will appear in color on your computer screen and **must be printed using a color printer** to match the original.
ATTENTION MASSACHUSETTS EMPLOYERS

Our goal as your RELIABLE labor law poster company is to ensure that you are always in compliance! We would like to make you aware that there may be other requirements that your company is subject to in addition to posting your labor law posters in a conspicuous location.

☐ In addition to displaying the Paid Family and Medical Leave notice included on your state poster, employers must distribute particular notices to employees classified as either W2 employees or 1099-MISC contract workers. For more information about this distribution requirement, visit the Paid Family and Medical Leave page at https://www.mass.gov/info-details/informing-your-workforce-about-paid-family-and-medical-leave.

☐ In addition to displaying the Earned Sick Time notice included on your state poster, the MA Attorney General’s Office states that employers shall provide a hard copy or electronic copy of this notice to all eligible employees, or include the employer’s policy on earned sick time or the employer’s allowable substitute paid leave policy in any employee manual or handbook. For more information, please go to the Attorney General’s Earned Sick Time page at https://www.mass.gov/info-details/earned-sick-time or call 617-727-3465.

☐ In addition to displaying the Parental Leave Fact Sheet included on your state poster, the Parental Leave Act also requires employers to post their own policies regarding parental leave.

☐ In addition to displaying the Sexual Harassment notice included on your state poster, employers are required to post their company’s Sexual Harassment Policy. The Massachusetts Commission Against Discrimination provides a Model Sexual Harassment Policy for employers to use. This Policy may be found at the following website address: https://www.mass.gov/service-details/about-sexual-harassment-in-the-workplace.

☐ If applicants for employment are normally seen in an area other than where you post your federal labor law poster, you need to post four federal notices in this area where applicants can easily see them. Poster Compliance Center publishes a Federal Applicant Edition poster that includes all four of these notices. Call Customer Service at (800) 322-3636 if you would like to order this poster.

☐ If your state has an E-Verify law (used to determine if workers are eligible for employment), covered employers must register for E-Verify through the U.S. Department of Homeland Security (DHS) and must post required participation posters.
  - Only employers who have registered should post the required posters, which can be downloaded free during registration.
  - DHS prohibits commercial sale of these posters by third parties.

For these reasons, E-Verify posters are not included on our state posters. For further information or to register for E-Verify, go to the DHS E-Verify home page at www.e-verify.gov or call 888-464-4218.

☐ Your state has a No Smoking law, and covered employers must post required signs in their places of business. The signs must be posted in specific locations, such as building or room entrances. These location requirements cannot be met by including a no smoking sign on your labor law poster. Therefore, employers must obtain and post any required signs. Poster Compliance Center provides Free Specialty Posters that include certain state-specific signs. You can download a No Smoking or Vaping sign for Massachusetts on our Free Specialty Labor Law Posters page at the following address: https://www.postercompliance.com/labor-law-posters/free-specialty-labor-law-posters/

Poster Compliance Center publishes labor law posters that include all general required notices for employers. Depending on a company’s industry, type of commerce, sector, location, or workforce, additional specialized notices may be required by federal, state, or local governments or agencies. Examples could include notices for a municipality, notices for federal contractors, notices that must be posted for the public or job applicants (in addition to those posted for employees), a labor law notice required in another language for employees who do not speak English, public sector notices, signage that must be posted at a specific location in your business such as the entrance, or a notice that can only be obtained through an insurance company.

DISCLAIMER: This product is not intended to provide legal or financial advice or substitute for the advice of an attorney or advisor.

MASL (9-19)
Notice of Benefits Available Under M.G.L. Chapter 175M
Paid Family and Medical Leave (PFML)

Available Leave
Covered individuals may be entitled to family and medical leave for the following reasons:

• up to 20 weeks of paid medical leave in a benefit year if they have a serious health condition that incapacitates them from work.
• up to 12 weeks of paid family leave in a benefit year related to the birth, adoption, or foster care placement of a child, to care for a family member with a serious health condition, or because of a qualifying exigency arising out of the fact that a family member is on active duty or has been notified of an impending call to active duty in the Armed Forces.
• up to 26 weeks of paid family leave in a benefit year to care for a family member who is a covered service member with a serious health condition.

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

Benefits
To fund PFML benefits, employers may deduct payroll contributions of up to 0.318% (adjusted annually) from a covered individual’s wages or other earnings. A covered individual’s average weekly earnings will determine his or her benefit amount, for a maximum weekly benefit of up to $1,129.82 (adjusted annually).

Who is a Covered Individual Under the Law?
Generally, a worker qualifies as a covered individual eligible for PFML benefits if they are:

• covered by unemployment insurance in Massachusetts and paid wages by a Massachusetts employer; or
• a self-employed individual who resides and works in Massachusetts and chooses to opt-in to the program; and
• has earned more than 30 times the expected benefit and more than $6,000 (adjusted annually) in the last four completed quarters preceding the application for benefits.

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

These job protections do not apply to former employees, independent contractors, or self-employed individuals.

Health Insurance
Employers must continue to provide for and contribute to employees’ employment-related health insurance benefits, if any, at the level and under the conditions coverage would have been provided if the employees had continued working for the duration of such leave.

No Retaliation or Discrimination
• It is unlawful for an employer to discriminate or retaliate against an employee for exercising any right to which s/he is entitled under the law.
• An employee or former employee who is discriminated or retaliated against for exercising rights under the law may, not more than three years after the violation occurs, institute a civil action in the superior court, and may be entitled to damages of as much as three times his or her lost wages.

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

If you have questions or concerns about your Paid Family and Medical Leave rights, please call:
(833) 344-7365 or visit: https://www.mass.gov/DFML

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

2023 Poster
Published, 11/2022
The minimum wage is $15.00

Fair Labor Hotline
(617) 727-3465
TTY (617) 727-4765

www.mass.gov/ago/fairlabor

Massachusetts Wage & Hour Laws

State law requires all employers to post this notice at the workplace in a location where it can easily be read. M.G.L. Chapter 151, Section 16; 454 CMR. 27.01(1)

Minimum Wage
M.G.L. Chapter 151, Sections 1, 2, 2A, and 7

Beginning January 1, 2023, the minimum wage in Massachusetts is $15.00. In Massachusetts, all workers are presumed to be employees. The minimum wage applies to all employees, except:
- agricultural workers (10.00 per hour is the minimum wage for most agricultural workers);
- members of a religious order;
- workers being trained in certain educational, non-profit, or religious organizations;
- outside salespeople.

Tips
M.G.L. Chapter 149, Section 152A; M.G.L. Chapter 151, Section 7

Beginning January 1, 2023, the service rate in Massachusetts is 16.75/hour. The hourly "service rate" applies to workers who provide services to customers and who make more than $2.00 in tips a month. The average hourly tips plus the service rate paid to the worker must add up to the minimum wage per hour shift. Employers, owners and employers with managerial or supervisory responsibilities on a given day must never take any of your tips. Tips and service charges listed on a bill must be given only to wait staff, service bartenders, or other service employees. Tip pooling is allowed only for wait staff, service bartenders, and other service employees.

Overtime
M.G.L. Chapter 151, Sections 1A and 18

Generally, employees who work more than 40 hours in any week must be paid overtime. Overtime pay is at least 1.5 times the regular rate of pay for each hour worked over 40 hours in a week.

For some employees who get paid the "service rate", the overtime rate is 1.5 x the basic minimum wage, not the service rate.

Exemption: Under state law, some jobs and workplaces are exempt from overtime. For a complete list of overtime exemptions, visit www.mass.gov/ago/fairlabor or call the Attorney General’s Fair Labor Division at (617) 727-3465.

Payment of Wages
M.G.L. Chapter 149, Section 148; 454 C.M.R. 27.02

The law says when, where and how employees must be paid. An employer’s pay or wage is paid in cash, by check, by payroll card, or via automatic deposit in a personal checking account if requested. Payment must be made on a regular payday, at least weekly (29 days after the pay period ends), depending on how many days a week employees worked during one calendar week. Employees who quit must be paid in full on the next regular payday or by the first Saturday after they quit (if there is no regular payday). Employees who are fired or laid off must be paid in full on their last day of work.

PayStub Information
M.G.L. Chapter 149, Section 148

Employers must provide paystubs at the time of payment, at no cost, with their pay that says the name of the employer and employee, the date of pay, (month, day, and year), the number of hours worked during the pay period, the hourly rate, and all deductions or increases made during the pay period.

Pay Deductions
M.G.L. Chapter 149, Section 147; 454 C.M.R. 27.05

An employer cannot deduct money from an employee’s pay unless the law allows it (such as state and federal income taxes), or the employee asks for a deduction to be made for the employee’s own benefit (such as to put money aside in the employee’s savings account). An employer cannot take money from an employee’s pay for the employee’s ordinary business costs (for example: supplies, materials or tools needed for the employee’s job). An employer who requires an employee to buy or rent a uniform must reimburse the actual costs to the employee.

The law also limits on when and how much money an employee can take from an employee’s pay for housing and needs the employer gives to the employee.

Hours Worked
454 C.M.R. 27.02

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

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

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

Payroll Records
M.G.L. Chapter 151, Section 15

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

Employees Under 18 – Child Labor

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

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

Dangerous Jobs & Tasks Minors Must Not Do

<table>
<thead>
<tr>
<th>Age</th>
<th>Must Not</th>
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</table>
| 16-17 | Drive motor vehicles or forklifts  
Work as a forklift operator requires the employee have at least a
glass eye and clean or repair certain kinds of power-driven machines |
| 14-15 | Cook (except for electric or gas grills that do not have open flames), operate fryolators, norzzer, NESCO broilers, or pressure cookers  
Open cool or repair powered food food, snow, pop, soda, sandwich, shopping, paper products, rubber, and mines |

| Under 14 | Minors under 14 cannot work in Massachusetts in most cases. |

These are just some examples of tasks prohibited under both state and federal law. For a complete list of prohibited jobs for minors, contact the Attorney General’s Fair Labor Division at (617) 727-3465 or www.mass.gov/ago/employment. On the U.S. Department of Labor at (617) 634-6700 - www.youth.gov.

Time & Schedule Restrictions for Minors

<table>
<thead>
<tr>
<th>Age</th>
<th>Must Not work</th>
<th>At any time:</th>
</tr>
</thead>
</table>
| 16-17 | At night, from 7 p.m. to 6 a.m. (or past 10 p.m. if the employee stops serving customers at 10 p.m.)  
Exc. On no school nights, may work until 11:30 p.m. or until midnight if working at a restaurant or railroad. |
| 14-15 | At night, from 7 p.m. to 7 a.m.  
Exc. In summer (July 1 – Labor Day), may work until 9 p.m. |

At the School During the School Year*  
School year is between 16-17 hours a school day  
More than 18 hours during the week  
More than 8 hours on any weekday or holiday  
More than 8 hours on any weekend day  
More than 40 hours per week  
More than 6 days per week  

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<th>Time and Schedule Restrictions for Minors</th>
<th>At any time:</th>
</tr>
</thead>
</table>
| 16-17 | At night, from 7 p.m. to 6 a.m. (or past 10 p.m. if the employee stops serving customers at 10 p.m.)  
Exc. On no school nights, may work until 11:30 p.m. or until midnight if working at a restaurant or railroad. |
| 14-15 | At night, from 7 p.m. to 7 a.m.  
Exc. In summer (July 1 – Labor Day), may work until 9 p.m. |

*Exc. for school-sponsored career or experience-building jobs; students may be allowed to work during the school day, up to 33 hours a week.

Add the School Required After 8 p.m. - After 8 p.m., all minors must be directly supervised by an adult who is located in the workplace and is reasonably accessible. Exception: Adult supervision is not required for minors working a job at a kiosk or stand in a common area of an enclosed shopping mall that has security from 8 p.m. until the mall closes.

Contact the Attorney General’s Fair Labor Division: (617) 727-3465 – www.mass.gov/ago/fairlabor
Sexual Harassment at work does not have to be tolerated. It’s Illegal.

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

Sexual Harassment Officer

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

Boston Headquarters
1 Ashburnham Place, Ste. 601, Boston, MA 02108
Phone: 617-994-5900 Fax: 617-994-6024

New Bedford
128 Union St. Ste. 206, New Bedford, MA 02740
Phone: 774-510-5801 Fax: 744-510-5862

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

Worcester
484 Main Street, Rm. 320, Worcester, MA 01608
Phone: 508-453-9630 Fax: 508-755-3861

If you have questions or need assistance, please call the Poster Compliance Center at 800-322-3636.
An Act Relative to Parental Leave expands the current maternity leave law, G.L. c. 149, § 105D, which is enforced by the Massachusetts Commission Against Discrimination (MCAD). Currently, Massachusetts law requires employers with six or more employees to provide eight weeks of unpaid maternity leave for the purpose of giving birth or for the placement of a child under the age of 18, or under the age of 23 if the child is mentally or physically disabled, for adoption. The new law goes into effect on April 7, 2015 and expands the current leave law in the following ways:

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

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

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

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

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

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

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

**Boston:** One Ashburton Place, Room 601, Boston, MA 02108; 617-994-6000  
**Springfield:** 436 Dwight Street, Room 220, Springfield, MA 01103; 413-739-2145  
**Worcester:** 484 Main Street, Room 320, Worcester, MA 01608; 508-453-9630  
**New Bedford:** 800 Purchase, Room 501, New Bedford, MA 02740; 508-990-2390  
**Visit our website** for more resources and instructions on filing a complaint: [www.mass.gov/mcad](http://www.mass.gov/mcad)
Information on Employees’ Unemployment Insurance Coverage

Employer name

Employer DUA ID #

Address

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

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

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

There are two ways to apply for UI Benefits:

Apply by Using UI Online

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

Apply by calling the TeleClaim Center

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

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

If the last digit of your Social Security Number is: Assigned day to call Teleclaim is:

<table>
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<tr>
<th>Last Digit</th>
<th>Assigned Day</th>
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<tbody>
<tr>
<td>0, 1</td>
<td>Monday</td>
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<tr>
<td>2, 3</td>
<td>Tuesday</td>
</tr>
<tr>
<td>4, 5, 6</td>
<td>Wednesday</td>
</tr>
<tr>
<td>7, 8, 9</td>
<td>Thursday</td>
</tr>
<tr>
<td>Any last digit</td>
<td>Friday</td>
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IMPORTANT: Massachusetts General Law, Chapter 151A, Section 62A requires that this notice be displayed at each site operated by an employer, in a conspicuous place, where it is accessible to all employees. It must include the name and mailing address of the employer, and the identification number assigned to the employer by the Department of Unemployment Assistance.

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

www.mass.gov/dua
FAIR EMPLOYMENT IN MASSACHUSETTS

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

RACE, COLOR, RELIGION, DISABILITY, NATIONAL ORIGIN, AGE, SEX, PREGNANCY AND PREGNANCY-RELATED CONDITIONS, GENDER IDENTITY, SEXUAL ORIENTATION, GENETIC INFORMATION, ANCESTRY, MILITARY SERVICE

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

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

PREGNANCY
The Pregnant Workers Fairness Act prohibits employment discrimination on the basis of pregnancy and pregnancy-related conditions, such as lactation or the need to express breast milk for a nursing child, and describes employers’ obligations to employees that are pregnant or lactating and the protections these employees are entitled to receive.

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

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

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

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

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

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

IF YOU HAVE BEEN DISCRIMINATED AGAINST
If you feel you have been harassed or discriminated against, you should immediately file a charge of discrimination with the Massachusetts Commission Against Discrimination, www.mcad.gov, at one of the offices below. An agreement with your employer to arbitrate your discrimination claim(s) does not bar you from filing a charge of discrimination.

Springfield Office: 436 Dwight St., Room 220, Springfield, MA 01103 – P: 413-739-2145 F: 413-784-1056
For more information, please see our website: www.mass.gov/mcad/

Revised February 2023
NOTICE TO EMPLOYEES

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

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

<table>
<thead>
<tr>
<th>NAME OF INSURANCE COMPANY</th>
<th>ADDRESS OF INSURANCE COMPANY</th>
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<tr>
<th>POLICY NUMBER</th>
<th>EFFECTIVE DATES</th>
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<table>
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<tr>
<th>NAME OF INSURANCE AGENT</th>
<th>ADDRESS</th>
<th>PHONE #</th>
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<table>
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<tr>
<th>EMPLOYER</th>
<th>ADDRESS</th>
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<tr>
<th>EMPLOYER’S WORKERS’ COMPENSATION OFFICER (IF ANY)</th>
<th>DATE</th>
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MEDICAL TREATMENT

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

<table>
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<tr>
<th>NAME OF HOSPITAL</th>
<th>ADDRESS</th>
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TO BE POSTED BY EMPLOYER
EARNED SICK TIME
Notice of Employee Rights

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

WHO Qualifies?

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

HOW IS IT EARNED?

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

WILL IT BE PAID?

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

WHEN CAN IT BE USED?

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

CAN AN EMPLOYER HAVE A DIFFERENT POLICY?

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

RETIALLATION

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

NOTICE & VERIFICATION

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

DO YOU HAVE QUESTIONS?

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

The Attorney General enforces the Earned Sick Time Law and regulations. It is unlawful to violate any provision of the Earned Sick Time Law. Violations of any provision of the Earned Sick time law, M.G.L. c. 149, §148C, or these regulations, 940 CMR 33.00 shall be subject to paragraphs (1), (2), (4), (6) and (7) of subsection (b) of M.G.L. c. 149, §27C(b) and to §150. This notice is intended to inform. Full text of the law and regulations are available at www.mass.gov/ago/earnedsicktime.