

**Minimum Wage**

Department of Employment Services, Office of Wage-Hour

**Minimum Wage Poster**

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
**MURIEL BOWSER, MAYOR**

DISTRICT OF COLUMBIA MINIMUM WAGE POSTER  
**THIS SUMMARY MUST REMAIN IN A VISIBLE LOCATION WHERE EMPLOYEES MAY READ**

EMPLOYEES WHO DO NOT RECEIVE GRATUITIES	EMPLOYEES WHO RECEIVE GRATUITIES
\$13.25 per hour beginning July 1, 2018	\$3.89 per hour beginning July 1, 2018
\$14.00 per hour beginning July 1, 2019	\$4.45 per hour beginning July 1, 2019
\$15.00 per hour beginning July 1, 2020	\$5.00 per hour beginning July 1, 2020
\$16.20 per hour beginning July 1, 2021	\$5.55 per hour beginning July 1, 2021
\$16.20 per hour beginning July 1, 2022	\$5.55 per hour beginning July 1, 2022

Beginning in 2023, the minimum wage will increase during each successive year pursuant to the Consumer Price Index for both employees who do not receive gratuities and employees who receive gratuities. Visit the Department of Employment Services website at [www.does.dc.gov](http://www.does.dc.gov) for the yearly minimum wage rates.

**MINIMUM WAGE RATES**

**EMPLOYEES WHO DO NOT RECEIVE GRATUITIES**

**EMPLOYEES WHO RECEIVE GRATUITIES**

Beginning in 2023, the minimum wage will increase during each successive year pursuant to the Consumer Price Index for both employees who do not receive gratuities and employees who receive gratuities. Visit the Department of Employment Services website at [www.does.dc.gov](http://www.does.dc.gov) for the yearly minimum wage rates.

**MINIMUM WAGE PROVISION DOES NOT APPLY** in instances where other laws or regulations establish minimum wage rates for the following:

- Handicapped workers may be paid less when the employer has received an authorizing certificate from the U.S. Department of Labor.
- Persons employed under provisions of the Workforce Innovation and Opportunity Act shall be paid pursuant to that Act.
- Persons employed under provisions of the Youth Employment Act shall be paid pursuant to that Act.
- Persons employed under provisions of the Older Americans Act shall be paid pursuant to that Act.
- Students employed by institutions of higher education may be paid the minimum wage established by the United States government.
- The Wage Theft Prevention Amendment Act of 2014, effective February 26, 2015, removed adult learners as a minimum wage exception. Newly hired persons 18 years of age or older must be paid the established District of Columbia minimum wage immediately upon hire.

**MINIMUM WAGE PROVISION DOES NOT APPLY TO:**

- employees in a bona fide executive, administrative, professional, computer, or outside sales capacity; or
- engaged in the delivery of newspapers to the home of the consumer.

**OVERTIME PAY**

At least 1 1/2 times the regular rate of pay for all hours worked over 40 hours in a workweek.

**OVERTIME EXCEPTIONS**

The overtime provision shall not apply to persons employed:

- In a bona fide executive, administrative, professional, computer, or outside sales capacity;
- As a private household worker who lives on the premises of the employer;
- In a retail or service establishment and whose regular rate of pay is in excess of one and one-half times the minimum hourly rate applicable under the Act, and more than one-half of the employer's compensation for a representative period (not less than one month) represents commissions on goods and services;
- As a seaman, by a railroad, as an attendant in a parking lot or parking garage, or in newspaper home delivery;
- By an air carrier who voluntarily accepts workdays with another employer for the primary purpose of utilizing air travel benefits available to those employees; or
- As a salesperson, parts salesperson, or mechanic, primarily engaged in selling or servicing automobiles, trailers, or trucks if employed by a non-manufacturer establishing employment primarily engaged in the business of selling these vehicles to ultimate purchasers.

NOTE: The Car Wash Employee Overtime Amendment Act of 2012, effective May 21, 2012, removed the overtime exception for employees of a car wash. Car wash employees are entitled to overtime for all hours worked over a forty-hour workweek. The United States Department of Labor Home Care Rule, effective November 12, 2015, became applicable to direct care workers employed by agencies and other third-party employers. Direct care workers are workers who provide home care services, such as certified nursing assistants, home health aides, personal care aides, caregivers, and companions.

**PERSONS NOT ENTITLED TO OVERTIME PAY UNDER DISTRICT LAW MAY BE ENTITLED UNDER FEDERAL LAW**

For more information, call the U.S. Department of Labor Wage-Hour Division, or visit [www.dol.gov/hd/](http://www.dol.gov/hd/).

**DOES** DISTRICT OF COLUMBIA DEPARTMENT OF EMPLOYMENT SERVICES

**WE ARE WASHINGTON DC** GOVERNMENT OF THE DISTRICT OF COLUMBIA MURIEL BOWSER, MAYOR

**PERSONS NOT ENTITLED TO OVERTIME PAY UNDER DISTRICT LAW MAY BE ENTITLED UNDER FEDERAL LAW**

For more information, call the U.S. Department of Labor Wage-Hour Division, or visit [www.dol.gov/hd/](http://www.dol.gov/hd/).

**NOTICE: This state has its own minimum wage law. Employers are required to display the federal Employee Rights Under the Fair Labor Standards Act posting, which indicates the federal minimum wage. Where federal and state rates both apply to an employee, the U.S. Department of Labor dictates that the employer is entitled to the higher minimum wage rate.**

**THIS NOTICE IS FOR INFORMATIONAL PURPOSES ONLY.**

**Parental Leave Act**

Office of Human Rights  
**Parental Leave Act**  
*- Know Your Rights in the District of Columbia -*

**Work Leave for Parenting Purposes**

The District of Columbia Parental Leave Act allows employees who are parents or guardians to take 24 hours of leave (paid or unpaid) during a 12-month period to attend school-related activities. School events include but are not limited to: parent-teacher conferences, concerts, plays, rehearsals, sporting events, and other activities where the child is a participant or the employee is the staff, not a spectator.

The employee must notify the employer 10 days before the requested leave unless the school-related activity was not reasonably foreseeable. The leave can be unpaid or paid family, vacation, personal, compensatory or bank leave.

The employer may deny the leave if granting the leave would disrupt the employer's business and make the achievement of production or service unreasonably difficult.

**Definition of Parent or Guardian**

An employee is considered a parent or guardian for purposes of this Act if he or she is:

- biological mother or father of a child;
- person who has legal custody of a child;
- person who acts as a guardian of a child;
- aunt, uncle, or grandparent of a child; or
- a person married to or in a domestic partnership to a person listed above.

**Office of Human Rights**  
 District of Columbia

**Employer Posting Requirements**

The employer must post and maintain this notice in a conspicuous place. An employer that willfully fails to post this notice may be ordered to pay a fine of up to \$100 for each day the employer fails to post the notice.

**Filing a Complaint of a Violation**

If you believe an employer has wrongfully denied your parental leave under this statute, you can file a complaint within one year of the incident with the Office of Human Rights (OHR). To file a complaint, visit:

- Online at [ohr.dc.gov/or](http://ohr.dc.gov/or) or
- In-Person at 441 4th Street NW, Suite 570N, Washington, DC 20001.

Questions about the OHR process can also be answered by phone at (202) 727-4559.

**DCFMLA**

Office of Human Rights  
**DC Family and Medical Leave Act**  
*- Know Your Rights in the District of Columbia -*

**Work Leave for Family or Medical Purposes**

Eligible circumstances for medical leave under DCFMLA include the birth of a child, adoption of a child, or caring for a child in foster care. Caring for a seriously ill family member is also eligible for family leave.

**Medical Leave**

Eligible circumstances for medical leave under DCFMLA includes recovering from a serious illness rendering the employee unable to work.

Leave under DCFMLA may be taken in blocks of time, intermittently, and in certain circumstances, at a reduced schedule. Employees can also use any accrued time instead of unpaid leave.

The employer may require medical certification and reasonable prior notice when applicable.

**Employee Eligibility**

An employee is eligible under the Act if he or she has been employed by the employer for at least one year without a break in service, and worked at least 1,000 hours during the 12-month period immediately preceding the requested leave. The one year of service requirement does not need to have immediately preceded the request for leave.

The District government is considered a single employer. The above eligibility requirements can be met by considering employment from one or more District agencies.

**Office of Human Rights**  
 District of Columbia

**Employer Posting Requirements**

The employer must post and maintain this notice in a conspicuous place. An employer that willfully fails to post this notice may be ordered to pay a fine of up to \$100 for each day the employer fails to post the notice.

**Filing a Complaint of a Violation**

If you believe an employer has wrongfully denied your family or medical leave, or retaliated against you under this statute, you can file a complaint within one year of the incident with the Office of Human Rights (OHR). To file a complaint, visit:

- Online at [ohr.dc.gov/or](http://ohr.dc.gov/or) or
- In-Person at 441 4th Street NW, Suite 570N, Washington, DC 20001.

Questions about the OHR process can also be answered by phone at (202) 727-4559.

**DCFMLA**

Office of Human Rights  
**DC Family and Medical Leave Act**  
*- Know Your Rights in the District of Columbia -*

**Work Leave for Family or Medical Purposes**

Eligible circumstances for medical leave under DCFMLA includes recovering from a serious illness rendering the employee unable to work.

Leave under DCFMLA may be taken in blocks of time, intermittently, and in certain circumstances, at a reduced schedule. Employees can also use any accrued time instead of unpaid leave.

The employer may require medical certification and reasonable prior notice when applicable.

**Employee Eligibility**

An employee is eligible under the Act if he or she has been employed by the employer for at least one year without a break in service, and worked at least 1,000 hours during the 12-month period immediately preceding the requested leave. The one year of service requirement does not need to have immediately preceded the request for leave.

The District government is considered a single employer. The above eligibility requirements can be met by considering employment from one or more District agencies.

**Office of Human Rights**  
 District of Columbia

**Employer Posting Requirements**

The employer must post and maintain this notice in a conspicuous place. An employer that willfully fails to post this notice may be ordered to pay a fine of up to \$100 for each day the employer fails to post the notice.

**Filing a Complaint of a Violation**

If you believe an employer has wrongfully denied your family or medical leave, or retaliated against you under this statute, you can file a complaint within one year of the incident with the Office of Human Rights (OHR). To file a complaint, visit:

- Online at [ohr.dc.gov/or](http://ohr.dc.gov/or) or
- In-Person at 441 4th Street NW, Suite 570N, Washington, DC 20001.

Questions about the OHR process can also be answered by phone at (202) 727-4559.

**DCFMLA**

Office of Human Rights  
**DC Family and Medical Leave Act**  
*- Know Your Rights in the District of Columbia -*

**Work Leave for Family or Medical Purposes**

Eligible circumstances for medical leave under DCFMLA includes recovering from a serious illness rendering the employee unable to work.

Leave under DCFMLA may be taken in blocks of time, intermittently, and in certain circumstances, at a reduced schedule. Employees can also use any accrued time instead of unpaid leave.

The employer may require medical certification and reasonable prior notice when applicable.

**Employee Eligibility**

An employee is eligible under the Act if he or she has been employed by the employer for at least one year without a break in service, and worked at least 1,000 hours during the 12-month period immediately preceding the requested leave. The one year of service requirement does not need to have immediately preceded the request for leave.

The District government is considered a single employer. The above eligibility requirements can be met by considering employment from one or more District agencies.

**Office of Human Rights**  
 District of Columbia

**Employer Posting Requirements**

The employer must post and maintain this notice in a conspicuous place. An employer that willfully fails to post this notice may be ordered to pay a fine of up to \$100 for each day the employer fails to post the notice.

**Filing a Complaint of a Violation**

If you believe an employer has wrongfully denied your family or medical leave, or retaliated against you under this statute, you can file a complaint within one year of the incident with the Office of Human Rights (OHR). To file a complaint, visit:

- Online at [ohr.dc.gov/or](http://ohr.dc.gov/or) or
- In-Person at 441 4th Street NW, Suite 570N, Washington, DC 20001.

Questions about the OHR process can also be answered by phone at (202) 727-4559.

**DCFMLA**

Office of Human Rights  
**DC Family and Medical Leave Act**  
*- Know Your Rights in the District of Columbia -*

**Work Leave for Family or Medical Purposes**

Eligible circumstances for medical leave under DCFMLA includes recovering from a serious illness rendering the employee unable to work.

Leave under DCFMLA may be taken in blocks of time, intermittently, and in certain circumstances, at a reduced schedule. Employees can also use any accrued time instead of unpaid leave.

The employer may require medical certification and reasonable prior notice when applicable.

**Employee Eligibility**

An employee is eligible under the Act if he or she has been employed by the employer for at least one year without a break in service, and worked at least 1,000 hours during the 12-month period immediately preceding the requested leave. The one year of service requirement does not need to have immediately preceded the request for leave.

The District government is considered a single employer. The above eligibility requirements can be met by considering employment from one or more District agencies.

**Office of Human Rights**  
 District of Columbia

**Employer Posting Requirements**

The employer must post and maintain this notice in a conspicuous place. An employer that willfully fails to post this notice may be ordered to pay a fine of up to \$100 for each day the employer fails to post the notice.

**Filing a Complaint of a Violation**

If you believe an employer has wrongfully denied your family or medical leave, or retaliated against you under this statute, you can file a complaint within one year of the incident with the Office of Human Rights (OHR). To file a complaint, visit:

- Online at [ohr.dc.gov/or](http://ohr.dc.gov/or) or
- In-Person at 441 4th Street NW, Suite 570N, Washington, DC 20001.

Questions about the OHR process can also be answered by phone at (202) 727-4559.

**Workers' Comp.**

DEPARTMENT OF EMPLOYMENT SERVICES  
 LABOR STANDARDS BUREAU  
**OFFICE OF WORKERS' COMPENSATION**

4058 MINNESOTA AVENUE, N.E. - WASHINGTON, DC 20019 - (202) 671-1000 - (202) 671-1929 (Fax)

**WARNING:** It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and/or fines. In addition, an insurer may deny insurance benefits if false information materially related to a claim was provided by the applicant.

**NOTICE OF COMPLIANCE**

**TO EMPLOYEES**

- You are required by law to report promptly to your employer and the Office of Workers' Compensation an occupational injury or disease, even if you deem it to be minor. Form No. 7A DCWC, Notice of Accidental Injury or Occupational Disease, to be obtained from the employer or the Office of Workers' Compensation, must be used for that purpose. After you have completed and signed the form, mail it to the Office of Workers' Compensation at the above address, and to your employer.
- You are entitled, if required, to the services of a physician or hospital of your choice and lost wages. Call (202) 671-1000 or visit <http://does.dc.gov> for information.
- You may not sue your employer as a result of a work-related injury or disease by reason of your exclusive remedy under the Workers' Compensation Law.
- In order to preserve your right to benefits under the DC Workers' Compensation Law, you must file a written claim on Form No. 7A DCWC, Employee's Claim Application, within one (1) year after your injury, or within one (1) year after the last payment of benefits.
- If you need information regarding your rights and obligations prescribed by law, you may call your employer first. If you require further information, you may call the Office of Workers' Compensation at (202) 671-1000 or visit <http://does.dc.gov>.
- The law gives you the right to legal representation if you so choose.

**TO EMPLOYERS**

- You are required to have Workers' Compensation insurance coverage if you have one (1) or more employees.
- You are required to display this poster at each worksite so that it will be of the greatest possible benefit to your employees.
- You must file an Employer's First Report of Injury or Occupational Disease, Form No. 8 DCWC, with the Office of Workers' Compensation, send a copy to the nearest claim office of your insurer, for all occupational injuries or disease, as soon as possible, but not later than ten (10) working days after the date of knowledge thereof.

**NOTICE:** Violation of the various provisions of the Workers' Compensation law provides for civil penalties.

The undersigned employer hereby gives notice of compliance with all provisions of the Workers' Compensation Law and Administrative Regulations.

**NAME OF INSURANCE COMPANY**

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

**NAME OF EMPLOYER**

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

**EMPLOYER REPRESENTATIVE:** \_\_\_\_\_

**EMPLOYER TO BE POSTED CONSPICUOUSLY IN AND ABOUT THE EMPLOYER'S PLACE(S) OF BUSINESS** FORM NO. 1 DCWC

REV. 03/2017

**Child Labor**

Title 32, Chapter 2  
**Employment of Minors**

**§ 32-201. Employment of minors under 14 years of age; distribution of newspapers permitted**

Except as provided in §§ 32-206 and 32-207, no minor under 14 years of age shall be employed, permitted, or suffered to work in the District of Columbia, in, about, or in connection with any ganful occupation, with the exception of homework performed outside of school hours in the home of the minor's parent or legal guardian or agricultural work performed outside of school hours in connection with the minor's own farms and directly for the minor's parent or legal guardian; provided, that minors 10 years of age and over may be employed outside of school hours in the distribution or sale of newspapers, subject to the provisions of §§ 32-215 to 32-221.

**§ 32-202. Employment of minors under 18 years of age; hours of employment; notice to be posted in place of employment; list of minors employed**

Except as provided in § 32-206, no minor under 18 years of age shall be employed, permitted, or suffered to work in, about, or in connection with any ganful occupation, except in agricultural work, or housework, or in the distribution or sale of newspapers, as prescribed in § 32-201, and except in newspaper stuffing, as provided in §§ 32-215, more than 6 consecutive days in any 1 week, or more than 48 hours in any 1 week, or more than 8 hours in any 1 day, nor shall any minor 16 1/2 years of age be employed, permitted, or suffered to work before 6:00 a.m. or after 10:00 p.m. of any day, nor shall any minor under 16 years of age be employed, permitted, or suffered to work before 7:00 a.m. or after 7:00 p.m. of any day, except during the summer (June 1 through Labor Day) when the evening hour shall be 9:00. Every employer shall post and conspicuously posted in the establishment, in or about which any minor is employed, permitted, or suffered to work, a printed notice, furnished by the official authorized to enforce this subchapter, setting forth the legal regulations governing the employment and work of minors and occupations prohibited to minors in such establishments, and, in addition, shall keep accessible in the place of employment a list of minors under 18 employed, permitted, or suffered to work, and an accurate time record showing the hours of beginning and ending work each day. The presence of any such minor in the place of work for a longer time in the day or work than stated in the printed regulation hours shall be prima facie evidence of a violation of the provisions of this section.

**§ 32-203. Employment dangerous or prejudicial to life prohibited; Board of Education to prohibit such employment by general or special order**

No minor shall be employed, permitted, or suffered to work in any place of employment, or at any employment, dangerous or prejudicial to the life, health, safety, or welfare of such minor. It shall be the duty of the Board of Education of the District of Columbia and the said board shall have the power, jurisdiction and authority, after hearing duly held, to issue general or special orders prohibiting the employment of such minors in any place of employment of any kind, or in any employment dangerous or prejudicial to the life, health, safety, or welfare of such minor, that no such order shall permit the employment of any minor at any employment specified in §§ 32-204 to 32-206, at an order lowering the age thereon specified, provided further, that no hearing shall be necessary for the issuance of an order prohibiting employment in any occupation listed by the Secretary of Labor under the authority of the Fair Labor Standards Act to be particularly hazardous for minors under 18 years of age or detrimental to their health and well-being.

**§ 32-204. Employment of minors under 16 years of age in certain occupations prohibited; exception**

(a) No minor under 16 years of age shall be employed, permitted, or suffered to work at any of the following occupations:

- In the operation of any machinery operated by power other than hand or foot power;
- In oiling, greasing, or cleaning machinery or assisting therein;

(b) This section does not apply to any duly approved vocational education program or training under the auspices of the Board of Education or the Trustees of the University.

**§ 32-205. Employment of minors under 18 years of age in certain occupations prohibited**

No minor under 18 years of age shall be employed, permitted, or suffered to work at operating any freight or nonpassenger elevator, or any quarry, tunnel, or excavation.

**§ 32-206. Theatrical permits for minors under 18 years of age for performances and professional sports activities**

(a) No minor under 18 years of age shall be employed, permitted, or suffered to work at any of the following occupations:

- In the operation of any machinery operated by power other than hand or foot power;
- In oiling, greasing, or cleaning machinery or assisting therein;

(b) This section does not apply to any duly approved vocational education program or training under the auspices of the Board of Education or the Trustees of the University.

**§ 32-207. Work or vacation permit - Procurement by employer**

No minor under 18 years of age shall be employed, permitted, or suffered to work in, about, or in connection with any ganful occupation, except in agricultural work or housework as specified in § 32-201, unless the employer procures and keeps on file and accessible to any attendance officer, inspector or other person authorized to enforce this subchapter a work or vacation permit issued as hereinafter provided, except that minors under 18 years of age may be employed without a permit outside of school hours in irregular or call work usually by the home of the employer; provided, that such employment shall be in connection with the minor's own farms and directly for the minor's parent or legal guardian; and provided further, that such employment shall not be specifically prohibited by any provision of this subchapter by or any order issued under the authority of § 32-203.

**§ 32-213. Penalties**

(a) A person commits an offense under this subchapter if that person:

- Employs a minor or permits a minor to work in violation of this subchapter, of any regulation promulgated by the Board of Education pursuant to § 32-224, or of any order issued under the authority of § 32-203;
- Interferes with the Board of Education, its officers or agents, or of any other person authorized by the District to inspect places of employment of minors;

(b) A person convicted of a 1st offense under this section shall be fined not less than \$1,000 nor more than \$3,000, or imprisoned not less than 10 days nor more than 30 days, or both. A person convicted of a 2nd or subsequent offense under this section shall be fined not less than \$3,000 nor more than \$5,000, or imprisoned not less than 30 days nor more than 90 days, or both. Each day during a violation of this subchapter occurs shall constitute a separate offense.

(c) The fines set forth in this section shall not be limited by § 32-357(1).

**Sick and Safe Leave**

Department of Employment Services, Office of Wage-Hour  
**Accrued Sick and Safe Leave Act of 2008**

If an employer has...	Employees accrue at least...	Not to Exceed...
100 or more employees	1 hour per 27 hours worked	5 days per calendar year
25 to 99 employees	1 hour per 43 hours worked	5 days per calendar year
Less than 25 employees	1 hour per 28 hours worked	5 days per calendar year

(This poster includes provisions of the Earned Sick and Safe Leave Amendment Act of 2013, effective February 22, 2014.)

**REQUIRES EMPLOYERS IN THE DISTRICT OF COLUMBIA TO PROVIDE PAID LEAVE TO EMPLOYERS FOR THEIR OWN OR FAMILY MEMBERS' ILLNESSES OR MEDICAL APPOINTMENTS AND FOR ASSAULTS ASSOCIATED WITH DOMESTIC VIOLENCE OR SEXUAL ABUSE.**

**EMPLOYERS REQUIRED TO COMPLY WITH THE ACT**

Pursuant to the Accrued Sick and Safe Leave Act of 2008, all employers in the District of Columbia must provide paid leave to each employee, including employees of restaurants, bars, temporary, staffing firms and part-time employees.

**ACCRUAL START DATE**

Under this Act, an employer's accrued paid sick leave carries over from year to year. Employees do not have to pay employees for unused paid sick leave upon termination or resignation of employment.

**EMPLOYEE PROTECTION**

Under the Act, employees who assert their rights to receive paid sick leave or provide information or assistance to help enforce the Act are protected from retaliation.

**ENFORCEMENT**

The DC Department of Employment Services, Office of Wage Hour can investigate possible violations, access employer records, enforce the paid sick leave requirements, order reinstatement of employees who are terminated, as a result of asserting rights to paid sick leave, order payment of paid sick leave unlawfully withheld, and impose penalties. An employer who willfully violates the requirements of the Act shall be assessed a civil penalty in the amount of one thousand dollars (\$1,000) for the first offense, fifteen hundred dollars (\$1,500) for the second offense, and two thousand dollars (\$2,000) for the third and any subsequent offenses.

**TO FILE A COMPLAINT OR FOR ADDITIONAL INFORMATION**

To request full text of the Act, to obtain a copy of the rules associated with this Act, to receive the Act translated into other languages, or to file a complaint, visit [www.does.dc.gov](http://www.does.dc.gov), call the Office of Wage Hour at (202) 671-1880, or visit at 4058 Minnesota Avenue, N.E., Suite 3600, Washington, DC 20019.

Complaints shall be filed within three (3) years after the event on which the complaint is based unless the employer has failed to post this notice of the Act.

**Parental Leave Act**

Office of Human Rights  
**Parental Leave Act**  
*- Know Your Rights in the District of Columbia -*

**Work Leave for Parenting Purposes**

The District of Columbia Parental Leave Act allows employees who are parents or guardians to take 24 hours of leave (paid or unpaid) during a 12-month period to attend school-related activities. School events include but are not limited to: parent-teacher conferences, concerts, plays, rehearsals, sporting events, and other activities where the child is a participant or the employee is the staff, not a spectator.

The employee must notify the employer 10 days before the requested leave unless the school-related activity was not reasonably foreseeable. The leave can be unpaid or paid family, vacation, personal, compensatory or bank leave.

The employer may deny the leave if granting the leave would disrupt the employer's business and make the achievement of production or service unreasonably difficult.

**Definition of Parent or Guardian**

An employee is considered a parent or guardian for purposes of this Act if he or she is:

- biological mother or father of a child;
- person who has legal custody of a child;
- person who acts as a guardian of a child;
- aunt, uncle, or grandparent of a child; or
- a person married to or in a domestic partnership to a person listed above.

**Office of Human Rights**  
 District of Columbia

**Employer Posting Requirements**

The employer must post and maintain this notice in a conspicuous place. An employer that willfully fails to post this notice may be ordered to pay a fine of up to \$100 for each day the employer fails to post the notice.

**Filing a Complaint of a Violation**

If you believe an employer has wrongfully denied your parental leave under this statute, you can file a complaint within one year of the incident with the Office of Human Rights (OHR). To file a complaint, visit:

- Online at [ohr.dc.gov/or](http://ohr.dc.gov/or) or
- In-Person at 441 4th Street NW, Suite 570N, Washington, DC 20001.

Questions about the OHR process can also be answered by phone at (202) 727-4559.

**DCFMLA**

Office of Human Rights  
**DC Family and Medical Leave Act**  
*- Know Your Rights in the District of Columbia -*

**Work Leave for Family or Medical Purposes**

Eligible circumstances for medical leave under DCFMLA includes recovering from a serious illness rendering the employee unable to work.

Leave under DCFMLA may be taken in blocks of time, intermittently, and in certain circumstances, at a reduced schedule. Employees can also use any accrued time instead of unpaid leave.

The employer may require medical certification and reasonable prior notice when applicable.

**Employee Eligibility**

An employee is eligible under the Act if he or she has been employed by the employer for at least one year without a break in service, and worked at least 1,000 hours during the 12-month period immediately preceding the requested leave. The one year of service requirement does not need to have immediately preceded the request for leave.

The District government is considered a single employer. The above eligibility requirements can be met by considering employment from one or more District agencies.

**Office of Human Rights**  
 District of Columbia

**Employer Posting Requirements**

The employer must post and maintain this notice in a conspicuous place. An employer that willfully fails to post this notice may be ordered to pay a fine of up to \$100 for each day the employer fails to post the notice.

**Filing a Complaint of a Violation**

If you believe an employer has wrongfully denied your family or medical leave, or retaliated against you under this statute, you can file a complaint within one year of the incident with the Office of Human Rights (OHR). To file a complaint, visit:

- Online at [ohr.dc.gov/or](http://ohr.dc.gov/or) or
- In-Person at 441 4th Street NW, Suite 570N, Washington, DC 20001.

Questions about the OHR process can also be answered by phone at (202) 727-4559.

**DCFMLA**

Office of Human Rights  
**DC Family and Medical Leave Act**  
*- Know Your Rights in the District of Columbia -*

**Work Leave for Family or Medical Purposes**

Eligible circumstances for medical leave under DCFMLA includes recovering from a serious illness rendering the employee unable to work.

Leave under DCFMLA may be taken in blocks of time, intermittently, and in certain circumstances, at a reduced schedule. Employees can also use any accrued time instead of unpaid leave.

The employer may require medical certification and reasonable prior notice when applicable.

**Employee Eligibility**

An employee is eligible under the Act if he or she has been employed by the employer for at least one year without a break in service, and worked at least 1,000 hours during the 12-month period immediately preceding the requested leave. The one year of service requirement does not need to have immediately preceded the request for leave.

The District government is considered a single employer. The above eligibility requirements can be met by considering employment from one or more District agencies.

**Office of Human Rights**  
 District of Columbia

**Employer Posting Requirements**

The employer must post and maintain this notice in a conspicuous place. An employer that willfully fails to post this notice may be ordered to pay a fine of up to \$100 for each day the employer fails to post the notice.

**Filing a Complaint of a Violation**

If you believe an employer has wrongfully denied your family or medical leave, or retaliated against you under this statute, you can file a complaint within one year of the incident with the Office of Human Rights (OHR). To file a complaint, visit:

- Online at [ohr.dc.gov/or](http://ohr.dc.gov/or) or
- In-Person at 441 4th Street NW, Suite 570N, Washington, DC 20001.

Questions about the OHR process can also be answered by phone at (202) 727-4559.

**DCFMLA**

Office of Human Rights  
**DC Family and Medical Leave Act**  
*- Know Your Rights in the District of Columbia -*

**Work Leave for Family or Medical Purposes**

Eligible circumstances for medical leave under DCFMLA includes recovering from a serious illness rendering the employee unable to work.

Leave under DCFMLA may be taken in blocks of time, intermittently, and in certain circumstances, at a reduced schedule. Employees can also use any accrued time instead of unpaid leave.

The employer may require medical certification and reasonable prior notice when applicable.

**Employee Eligibility**

An employee is eligible under the Act if he or she has been employed by the employer for at least one year without a break in service, and worked at least 1,000 hours during the 12-month period immediately preceding the requested leave. The one year of service requirement does not need to have immediately preceded the request for leave.

The District government is considered a single employer. The above eligibility requirements can be met by considering employment from one or more District agencies.

**Office of Human Rights**  
 District of Columbia

**Employer Posting Requirements**

The employer must post and maintain this notice in a conspicuous place. An employer that willfully fails to post this notice may be ordered to pay a fine of up to \$100 for each day the employer fails to post the notice.

**Filing a Complaint of a Violation**

If you believe an employer has wrongfully denied your family or medical leave, or retaliated against you under this statute, you can file a complaint within one year of the incident with the Office of Human Rights (OHR). To file a complaint, visit:

- Online at [ohr.dc.gov/or](http://ohr.dc.gov/or) or
- In-Person at 441 4th Street NW, Suite 570N, Washington, DC 20001.

Questions about the OHR process can also be answered by phone at (202) 727-4559.

**DCFMLA**

Office of Human Rights  
**DC Family and Medical Leave Act**  
*- Know Your Rights in the District of Columbia -*

**Work Leave for Family or Medical Purposes**

Eligible circumstances for medical leave under DCFMLA includes recovering from a serious illness rendering the employee unable to work.

Leave under DCFMLA may be taken in blocks of time, intermittently, and in certain circumstances, at a reduced schedule. Employees can also use any accrued time instead of unpaid leave.

The employer may require medical certification and reasonable prior notice when applicable.

**Employee Eligibility**

An employee is eligible under the Act if he or she has been employed by the employer for at least one year without a break in service, and worked at least 1,000 hours during the 12-month period immediately preceding the requested leave. The one year of service requirement does not need to have immediately preceded the request for leave.

The District government is considered a single employer. The above eligibility requirements can be met by considering employment from one or more District agencies.

**Office of Human Rights**  
 District of Columbia

**Employer Posting Requirements**

The employer must post and maintain this notice in a conspicuous place. An employer that willfully fails to post this notice may be ordered to pay a fine of up to \$100 for each day the employer fails to post the notice.

**Filing a Complaint of a Violation**

If you believe an employer has wrongfully denied your family or medical leave, or retaliated against you under this statute, you can file a complaint within one year of the incident with the Office of Human Rights (OHR). To file a complaint, visit:

- Online at [ohr.dc.gov/or](http://ohr.dc.gov/or) or
- In-Person at 441 4th Street NW, Suite 570N, Washington, DC 20001.

Questions about the OHR process can also be answered by phone at (202) 727-4559.

**DCFMLA**

Office of Human Rights  
**DC Family and Medical Leave Act**  
*- Know Your Rights in the District of Columbia -*

**Work Leave for Family or Medical Purposes**

Eligible circumstances for medical leave under DCFMLA includes recovering from a serious illness rendering the employee unable to work.

Leave under DCFMLA may be taken in blocks of time, intermittently, and in certain circumstances, at a reduced schedule. Employees can also use any accrued time instead of unpaid leave.

The employer may require medical certification and reasonable prior notice when applicable.

**Employee Eligibility**

An employee is eligible under the Act if he or she has been employed by the employer for at least one year without a break in service, and worked at least 1,000 hours during the 12-month period immediately preceding the requested leave. The one year of service requirement does not need to have immediately preceded the request for leave.

The District government is considered a single employer. The above eligibility requirements can be met by considering employment from one or more District agencies.

**Office of Human Rights**  
 District of Columbia

**Employer Posting Requirements**

The employer must post and maintain this notice in a conspicuous place. An employer that willfully fails to post this notice may be ordered to pay a fine of up to \$100 for each day the employer fails to post the notice.

**Filing a Complaint of a Violation**

If you believe an employer has wrongfully denied your family or medical leave, or retaliated against you under this statute, you can file a complaint within one year of the incident with the Office of Human Rights (OHR). To file a complaint, visit:

- Online at [ohr.dc.gov/or](http://ohr.dc.gov/or) or
- In-Person at 441 4th Street NW, Suite 570N, Washington, DC 20001.

Questions about the OHR process can also be answered by phone at (202) 727-4559.

**DCFMLA**

Office of Human Rights  
**DC Family and Medical Leave Act**  
*- Know Your Rights in the District of Columbia -*

**Work Leave for Family or Medical Purposes**

Eligible circumstances for medical leave under DCFMLA includes recovering from a serious illness rendering the employee unable to work.

Leave under DCFMLA may be taken in blocks of time, intermittently, and in certain circumstances, at a reduced schedule. Employees can also use any accrued time instead of unpaid leave.

The employer may require medical certification and reasonable prior notice when applicable.

**Employee Eligibility**

An employee is eligible under the Act if he or she has been employed by the employer for at least one year without a break in service, and worked at least