

UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

Employees who work for a covered employer can take up to 12 weeks of unpaid leave to care for a family member who has a serious health condition.

LEAVE ENTITLEMENTS

- Employees who work for a covered employer can take up to 12 weeks of unpaid leave to care for a family member who has a serious health condition.
- The leave is a paid or unpaid leave, depending on the employer's policy.
- To be eligible for FMLA, you must be an employee of the employer.
- To be eligible for FMLA, you must have worked for the employer for at least 12 months.
- To be eligible for FMLA, you must have worked for the employer for at least 1,250 hours.
- To be eligible for FMLA, you must have a covered family member who has a serious health condition.
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NOTICE REQUIREMENTS

- Employees who work for a covered employer must give their employer 30 days advance notice of their intent to take FMLA leave.
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EMPLOYER RESPONSIBILITIES

- Employers who work for a covered employer must provide FMLA leave to eligible employees.
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ADDITIONAL INFORMATION

- Employees who work for a covered employer must give their employer 30 days advance notice of their intent to take FMLA leave.
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For additional information or to file a complaint: **1-866-4-USWAGE** (1-866-487-9243) TTY: 1-877-889-5627 www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division

TIME OFF TO VOTE

EMPLOYERS ARE OPEN FROM 7:00 AM TO 6:00 PM, EACH ELECTION DAY

If you are scheduled to be at work during the time you are scheduled to vote, you may be eligible for time off to vote.

You may take a 15-minute break to vote during your regular workday.

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OFFICIAL NOTICE

California Minimum Wage

Effective January 1, 2023 Minimum Wage \$15.50 per hour

EFFECTIVE DATE	PREVIOUS YEAR	
	Employees with 25 or Fewer Employees	Employees with 26 or More Employees
January 1, 2021	\$14.00	\$15.00
January 1, 2022	\$13.00	\$14.00
January 1, 2023	\$12.00	\$13.00

Employers who employ 25 or fewer employees must pay at least the following minimum wage rates:

- Employees with 25 or fewer employees: \$12.00 per hour
- Employees with 26 or more employees: \$13.00 per hour

THE RIGHTS OF EMPLOYEES WHO ARE TRANSGENDER OR GENDER NONCONFORMING

California law protects transgender and gender nonconforming people from discrimination, harassment, and retaliation at work. These protections are enforced by the Civil Rights Department (CRD).

Employees who are transgender or gender nonconforming are protected from discrimination, harassment, and retaliation at work.

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HEALTHY WORKPLACES/HEALTHY FAMILIES ACT OF 2014 PAID SICK LEAVE

Employees who work for a covered employer are entitled to paid sick leave.

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DISCRIMINATION & HARASSMENT

The California Civil Rights Department (CRD) enforces laws that protect you from illegal discrimination and harassment in the workplace.

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REMEDIATION/FILING A COMPLAINT

Employees who have been subjected to discrimination or harassment should file a complaint with the Civil Rights Department (CRD).

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FAMILY CARE & MEDICAL LEAVE & PREGNANCY DISABILITY LEAVE

Employees who work for a covered employer are entitled to family care and medical leave, and pregnancy disability leave.

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EMERGENCY NUMBERS

AMBULANCE: 9-1-1
FIRE-RESCUE: 9-1-1
POLICE: 9-1-1
FOOTHILL PRESBYTERIAN HOSPITAL: (626) 963-8411
CAMPUS SAFETY: (626) 815-3898
STUDENT HEALTH CENTER: (626) 815-2100
CAL/OSHA: (626) 471-9122
LOCAL OFFICE: 800 ROYAL OAKS DRIVE, SUITE 105, MONROVIA, CA 91016

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PAY DAY NOTICE

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WHISTLEBLOWERS ARE PROTECTED

Employees who report a violation of a law, rule, or regulation are protected from retaliation.

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AZUSA PACIFIC UNIVERSITY

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EMPLOYEE RIGHTS UNDER THE FAIR LABOR STANDARDS ACT

Employees who work for a covered employer are entitled to minimum wage and overtime pay.

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SAFETY AND HEALTH PROTECTION ON THE JOB

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EMPLOYEE RIGHTS EMPLOYEE POLYGRAPH PROTECTION ACT

Employees who work for a covered employer are protected from polygraph testing.

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STATE OF CALIFORNIA - DEPARTMENT OF INDUSTRIAL RELATIONS

Employees who work for a covered employer are entitled to workers' compensation.

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