

Commission on Human Relations

YOUR RIGHTS TO UNPAID LEAVE DUE TO DOMESTIC OR SEXUAL VIOLENCE

Effective January 5, 2009, the City of Philadelphia adopted a new ordinance called "Entitlement to Leave Due to Domestic or Sexual Violence." **If you, or a family or household member, have been the victim of domestic violence, sexual assault or stalking you may be entitled to take certain amounts of unpaid leave from work.**

Reasons for Taking Leave

You may take leave to do any of the following for yourself or your household or family member:

- Seek medical attention for physical or psychological injuries;
- Obtain help from an organization that provides services to domestic or sexual violence victims;
- Obtain counseling or therapy;
- Make safety plans, including possibly relocating to increase safety;
- Seek legal assistance.

Advance Notice and Certification

- You must provide your employer with at least 48-hours notice of the leave unless it is not practicable for you to do so.
- Your employer can require you to provide a certification of the domestic or sexual violence and the reason that you must take the leave.

Job Benefits and Protection

- You may take up to 8 workweeks of leave in a 12-month period if you work for an employer who employs 50 or more employees.
- You may take up to 4 workweeks of leave in a 12-month period if you work for an employer who employs fewer than 50 employees.

- This leave, when added to any leave you have taken under the Family and Medical Leave Act (FMLA), cannot be more than the 12 weeks in a 12-month period provided under the FMLA.
- You may take this leave intermittently or on a reduced work schedule.
- You may use any paid leave available under your employer's policies during this leave, but it will not increase the amount of leave you can take.
- You are entitled to maintain all benefits accrued prior to taking the leave.
- For the duration of your leave, your employer must continue the health benefits for you and your family or household members on the same terms as if you were not on leave; you must continue to pay your share of the cost.
- Upon return from leave, you must be restored to your original position or an equivalent position with equivalent benefits, pay and other terms and conditions of employment.
- All information provided by you to your employer pursuant to the law must be kept confidential.

Unlawful Acts by Employers

You may file a complaint against your employer if your employer refuses to grant you leave or retaliates against you for taking or requesting to take leave.

TO FILE A COMPLAINT OR FOR MORE INFORMATION CONTACT:

THE PHILADELPHIA COMMISSION ON HUMAN RELATIONS

PHONE: (215) 686-4670

E-MAIL: pchr@phila.gov

THE CURTIS CENTER

601 WALNUT STREET, SUITE 300 SOUTH

PHILADELPHIA, PA 19106 www.phila.gov/humanrelations

**This official notice must be posted wherever employees are performing work.*

Commission on Human Relations

Conozca sus derechos civiles

Sus derechos a una licencia sin goce de sueldo como consecuencia de violencia sexual o doméstica

En la ciudad de Filadelfia, **si usted o un miembro de su familia u hogar ha sido víctima de violencia doméstica, agresión sexual o acoso tiene derecho a tomarse determinados periodos de licencia sin goce de sueldo en el trabajo** conforme a una ordenanza denominada "Derecho a licencia como consecuencia de violencia sexual o doméstica".

Motivos para tomarse la licencia

Es posible que desee tomarse la licencia para realizar *cualquiera* de las siguientes opciones para usted o para un miembro de su familia u hogar:

- Buscar atención médica por lesiones físicas o psicológicas.
- Obtener ayuda de una organización que proporcione servicios a víctimas de violencia sexual o doméstica.
- Recibir asesoramiento o terapia.
- Realizar planes por su seguridad, incluida una posible mudanza para tener mayor seguridad.
- Buscar asistencia legal.

Aviso anticipado y certificación

- Deberá proporcionarle a su empleador un aviso de licencia con, al menos, 48 horas de anticipación, salvo que no pueda hacerlo.
- Su empleador puede solicitarle que proporcione una certificación de violencia sexual o doméstica y del motivo por el que debe tomarse la licencia.

Protección y beneficios laborales

- Puede tomarse hasta 8 semanas laborales de licencia en un período de 12 meses si usted trabaja para un empleador que tenga 50 empleados o más.
- Puede tomarse hasta 4 semanas laborales de licencia en un período de 12 meses si usted trabaja para un empleador que tenga menos de 50 empleados.
- Esta licencia, cuando se agregue a las licencias que ha tomado en virtud de la Ley de Licencia por Razones Médicas y Familiares (Family and Medical Leave Act,

FMLA), no podrá ser superior a 12 semanas en un período de 12 meses, tal como lo estipula la FMLA.

- Puede tomar esta licencia de forma intermitente o en un horario de trabajo reducido.
- Puede utilizar cualquier licencia con goce de sueldo disponible según las políticas de su empleador durante esta licencia, pero esto no aumentará el período de licencia que pueda tomarse.
- Usted tiene derecho a mantener todos los beneficios acumulados antes de tomarse la licencia.
- Durante la duración de su licencia, su empleador deberá seguir ofreciéndole los beneficios de salud para usted y los miembros de su familia u hogar como si no estuviera de licencia; usted deberá seguir pagando su parte del costo.
- Cuando regrese de su licencia, deberá ser reincorporado a su puesto original o a un puesto equivalente con beneficios, salario y otros términos y condiciones de empleo equivalentes.
- Toda la información que usted le proporcione a su empleador según la ley deberá mantenerse de forma confidencial.

Prácticas ilegales por parte de los empleadores

Puede presentar una queja en contra de su empleador si este se rehúsa a otorgarle la licencia o toma represalias en su contra por tomar o solicitar la licencia.

Cumplimiento e información adicional

Para presentar una queja o para obtener más información, comuníquese con:

LA COMISIÓN DE RELACIONES HUMANAS DE FILADELPHIA

THE CURTIS CENTER

601 WALNUT STREET,

SUITE 300 SOUTH

FILADELPHIA, PA 19106

TELÉFONO: 215-686-4670

TTY: 215-686-3238

CORREO ELECTRÓNICO: faqpchr@phila.gov

www.phila.gov/humanrelations

Este aviso oficial debe publicarse en las áreas donde los empleados realicen sus tareas.

Department of Labor

NOTICE TO EMPLOYEES
REQUIRES PAID OR UNPAID SICK LEAVE

Chapter §9-4100 — Promoting Healthy Families and Workplaces

Examples of Violations

- Denied use of paid or unpaid sick leave.
- Not tracking accrual of sick leave.
- Not notifying employees of this benefit.
- Not allowing to carry over sick leave each year.
- Requiring a note for two days or less.
- Not accepting a reasonable note.
- Requiring a worker to find coverage.
- Requiring a worker to make up hours.
- Not allowing sick leave for sexual assault or domestic abuse.

Employees Exempted from this law

- Hired to work 6 months or less
- Hired for a 16 week period/ seasonal worker
- Independent contractor/ 1099 tax form
- Covered by a collective bargaining agreement
- Adjunct professor
- Pool employee or Per Diem
- Student intern

If you believe you have been misclassified, contact our office.

Employer Requirements

- Employees will earn 1 hour of sick leave for every 40 hours of work, which may be limited to 40 hours each year.
- The employer will keep records of sick leave accrual and use for all employees for 3 years.
- The employer will notify all employees of their right to this benefit.

Learn More

EMPLOYERS
Request compliance assistance by contacting the Office of Worker Protections.

EMPLOYEES
File a complaint by contacting the Office of Worker Protections or file a lawsuit in Court.



RETALIATION BY EMPLOYERS IS ILLEGAL.

100 S. BROAD STREET
4TH FLOOR
PHILADELPHIA PA 19102
WORKERPROTECTION@PHILA.GOV
PHILA.GOV/LABOR

Department of Labor
CITY OF PHILADELPHIA

215-686-0802

Worker Protection Hotline

REV. 05/27/2025

Department of Labor

NOTICE TO EMPLOYEES

PROMOCIÓN DE FAMILIAS Y LUGARES DE TRABAJO SALUDABLES

- El empleador brindará licencia por enfermedad sin goce de sueldo una vez que el empleado haya agotado la licencia por enfermedad con goce de sueldo.

Learn More

EMPLEADOS
Request compliance assistance by contacting the Office of Worker Protections.

EMPLEADORES
File a complaint by contacting the Office of Worker Protections or file a lawsuit in Court.



ESTÁN PROHIBIDAS LAS REPRESALIAS EN VIRTUD DE ESTA LEY.

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Commission on Human Relations

EMPLOYMENT DISCRIMINATION IS AGAINST THE LAW

KNOW YOUR CIVIL RIGHTS

It is illegal to discriminate against anyone in hiring, firing, obtaining tenure, job benefits, union membership and privileges, job referrals, interviews, and applications because of:

Race	Age	Familial Status
Ethnicity	Religion	Domestic/Sexual
Color	National Origin	Violence Victim
Sex	Ancestry	Status
Sexual Orientation	Disability	Genetic Information
Gender Identity	Marital Status	Retaliation

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Conozca sus derechos civiles

La discriminación en los servicios de la ciudad es ilegal

Si usted considera que se le han negado los servicios de la ciudad por:

**Raza • Origen étnico • Color • Sexo • Orientación sexual •
Identidad sexual • Edad • Religión • Nacionalidad •
Ascendencia • Discapacidad •
Estado civil • Situación familiar • Condición de víctima de
violencia sexual/doméstica •
Amamantamiento • Represalias**

Comuníquese con:

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Este aviso oficial debe ser colocado a la vista en las áreas de los edificios y las instalaciones de la ciudad frecuentados por el público.

La Ordenanza de Filadelfia sobre las Prácticas Justas: Protección contra discriminación ilegal Capítulo 9-1100 del Código de Filadelfia

Commission on Human Relations

Philadelphia's Fair Chance Hiring Law

ENSURING PEOPLE WITH CRIMINAL RECORDS HAVE A FAIR CHANCE TO WORK

Starting March 14, 2016, stronger protections under the City's "Ban the Box" law go into effect.

It is illegal in Philadelphia for employers* to ask about your criminal background during the job application process.

This means that:

Employers **cannot** ask about your criminal background on job applications or during any job interview.

Employers can run your criminal background check **ONLY AFTER** a **conditional offer of employment** is made (final hiring depends on the results of your background check).

- Criminal convictions can be considered **ONLY** if they occurred less than 7 years from when you apply (not counting time of incarceration).
- Arrests that did not lead to conviction cannot be used in employment decisions.

If your background check reveals a conviction, the employer must consider:

- The type of offense and the time that has passed since it occurred;
- Its connection to the job you are applying for; and
- Your job history, character references, and any evidence of rehabilitation.

Employers can reject you based on your criminal record **ONLY** if you pose an unacceptable risk to the business or to other people.

If you are rejected, the employer must send the decision to you in writing with a copy of the background report used to make the decision.

- You have 10 days to give an explanation of your record, proof that it is wrong, or proof of rehabilitation.

WE CAN HELP!

If you believe an employer has violated the law, you can file a complaint with the PCHR.

PHILADELPHIA COMMISSION ON HUMAN RELATIONS

601 WALNUT STREET, SUITE 300 SOUTH

PHILADELPHIA, PA 19106

(P) (215) 686-4670 (F) 215-686-4684

E-MAIL: pchr@phila.gov

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*Some employers are exempt

Department of Labor

NOTICE TO EMPLOYEES
PROVIDES PROTECTION AGAINST WAGE THEFT

Chapter §9-4300 — Wage Theft Complaints

Examples of Wage Theft includes:

- Failure to pay overtime.
- Failure to pay minimum wage.
- Failure to pay all hours worked.
- Failure to pay benefits.
- Failure to pay amount promised.
- Work off the clock.
- Wrongful tip deductions.
- Wrongful pay deduction.

Employer Requirements:

- The employer must pay all compensation to all employees.
- The employer will inform each employee of their rights under this law.
- The employer will include this information in any employee handbook.
- The employer will keep records of hours worked and/or records of compensation provided to all employees.

File a Complaint If...

- The complaint is filed within 3 years of when wage theft occurred.
- The Wage Theft occurred within city limits.
- The amount of stolen wages is more than \$100 and less than \$10,000.

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Worker Protection Hotline

REV. 07/01/2016



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TWO ways to verify poster compliance!

QR CODE

Scan with phone camera:



OR

ONLINE

Go to: JJKeller.com/LLVerify
Enter this code: 69632-072025