
OFFICIAL NOTICE
(Post Where Employees Can Easily Read)

ACCRUED SICK AND SAFE LEAVE ACT OF 2008
REQUIRES EMPLOYERS IN THE DISTRICT OF COLUMBIA TO PROVIDE PAID LEAVE TO EMPLOYEES FOR ILLNESS AND FOR ABSENCES 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 employing employees in the District of Columbia must provide paid leave to each employee, including temporary and part-time employees.

EMPLOYEE ELIGIBILITY

To become eligible to access leave under this Act, an employee must work for the employer for one year and work at least 1,000 hours during the year. Employees are entitled to paid leave for their own medical care and also to aid or care for a family member as defined by the Act.

ACCRUAL START DATE

An employee shall begin to accrue paid leave pursuant to the Act on the date the individual qualifies as an employee (becomes eligible), provided that accrual shall not commence prior to November 13, 2008.

NUMBER OF HOURS ACCRUED

Accrual of paid leave is determined by the number of employees an employer has and the number of hours employees work. Use the following chart:

If an employer has...	Employees accrue ...	Not to Exceed...
100 or more employees	1 hour per 37 hours worked	7 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 87 hours worked	3 days per calendar year

UNUSED LEAVE

Under this Act, an employee's accrued paid leave carries over from year to year but employees cannot access more than the maximum allowed per year, unless employer allows. Employers do not have to pay employees for unused leave upon termination or resignation of employment.

ENFORCEMENT

The Office of Wage-Hour of the DC Department of Employment Services can investigate possible violations. An employer who willfully violates the requirements of the Act shall be assessed a civil penalty in the amount of five hundred dollars (\$500) for the first violation, seven hundred and fifty dollars (\$750) for the second violation, and one thousand dollars (\$1,000) for the third and any subsequent violations.

EMPLOYEE PROTECTION

Employees who assert their rights to receive paid leave pursuant to the Act are protected from retaliation.

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, or to file a complaint, contact the Office of Wage-Hour at (202) 671-1880, 64 New York Avenue, N.E., Room 3105, Washington, D.C. 20002, or visit www.does.dc.gov. Complaints shall be filed within sixty (60) days after the event on which the complaint is based unless the employer has failed to post notice of the Act.
