

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](mailto:pchr@phila.gov)

THE CURTIS CENTER  
601 WALNUT STREET, SUITE 300 SOUTH  
PHILADELPHIA, PA 19106 [www.phila.gov/humanrelations](http://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 periodo 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](mailto:faqpchr@phila.gov)  
[www.phila.gov/humanrelations](http://www.phila.gov/humanrelations)

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

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

**THE PHILADELPHIA COMMISSION ON HUMAN RELATIONS**

PHONE: (215) 686-4670  
EMAIL: [pchr@phila.gov](mailto:pchr@phila.gov)

THE CURTIS CENTER  
601 WALNUT STREET, SUITE 300 SOUTH  
PHILADELPHIA, PA 19106  
[www.phila.gov/humanrelations](http://www.phila.gov/humanrelations)

Commission on Human Relations

### 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:

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](mailto:faqpchr@phila.gov)  
[www.phila.gov/humanrelations](http://www.phila.gov/humanrelations)

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

### PROTECTING PREGNANT EMPLOYEES is a matter of law in Philadelphia!!!

As of January 2014, the Fair Practices Ordinance requires reasonable workplace adjustments so YOU can do your job.

**PREGNANT?**

**RECOVERING FROM CHILDBIRTH? HAVE RELATED MEDICAL CONDITIONS?**

It's your RIGHT to ask for ...

Bathroom breaks  
Rest breaks

Help with manual labor or lifting items  
Changes to your work environment

or  
Unpaid medical leave

**without penalty**

**Questions? Concerns? Contact us!**

Philadelphia Commission on Human Relations  
(215) 686-4670  
[www.phila.gov/humanrelations](http://www.phila.gov/humanrelations)

Commission on Human Relations

### ¡¡PROTEGER EMPLEADAS EMBARAZADAS es la ley en Filadelfia!!

A partir de enero del 2014, la Ordenanza de Prácticas Justas requiere ajustes razonables en el empleo para que USTED pueda hacer su trabajo.

**¿ESTÁ EMBARAZADA?**

**¿RECUPERÁNDOSE DEL PARTO?**

**¿TIENE CONDICIONES MÉDICAS RELACIONADAS?**

Es su DERECHO pedir ...

Pausas para ir al baño  
Pausas para descanso

Ayuda con trabajo manual ó para levantar artículos  
Cambios en su ambiente de trabajo

ó  
Uso de Licencia Médica sin paga,

**sin penalidad**

**¿Preguntas? ¿Dudas? ¡Contáctenos!**

La Comisión de Filadelfia de Relaciones Humanas  
(215) 686-4670  
[www.phila.gov/humanrelations](http://www.phila.gov/humanrelations)

Office of Benefits and Wage Compliance

### Philadelphia Wage Theft Complaints

**Bill No. 150741** Regulation of Business, Trades and Professions Chapter 9-4300 Wage Theft Coordinator

Starting July 1, 2016 Employees will be able to file official wage theft complaints with the City of Philadelphia's Wage Theft Coordinator. Qualifying complaints submitted by a Proper Party will be reviewed and resolved by the Wage Theft Coordinator.

- Wage Theft means a violation of the Pennsylvania Wage Payment and Collection Law or any State of Pennsylvania or Federal Law regulating compensation where the work is performed in Philadelphia or the employment contract underlying the violation is made in Philadelphia.
- Complaints can be submitted directly by employees or by authorized organizations including a group of employees, labor organization or party acting on behalf of an employee

**Filing Wage Theft Complaints:**

- Alleged wage theft violations of unpaid wages must be equal to or greater than the minimum threshold amount and equal to or less than the maximum threshold amount.
- A signed wage theft complaint must be filed with the wage theft coordinator, in the Office of Benefits and Wage Compliance, less than three years from the date the wage theft occurred.
- The complaint must include facts and supporting details/documents to identify the employer(s) and for the wage theft coordinator to determine both that an

allegation of wage theft has been made and that the threshold amount has been met.

- The Wage Theft Coordinator will provide by certified mail or personal service written notice to the Proper Party and accused employer(s). The notice will include the details of the allegations and the rights and obligations of all parties involved.
- Each employer shall file a response with the wage theft coordinator within thirty (30) days after receipt of the complaint. Employer(s) must include all available records of the hours worked by the complaining employee or employees, the amounts paid to those employees, and any credits or deductions that may have been lawfully taken. Employer(s) may admit liability for either part of or the entire amount in dispute.

**QUICK INFO**

- Wage Thresholds:**
- Maximum Threshold Amount - \$10,000
  - Minimum Threshold Amount - \$100

**Proper Party Definition:**

- An employee alleging wage theft
- Any member of an entity which alleges wage theft

All Wage Theft inquiries and complaints will be managed by the Mayor's Office of Labor's Office of Benefits and Wage Compliance.

Submit inquiries and Official Complaints via Email to [wagetheft@phila.gov](mailto:wagetheft@phila.gov)



**TWO ways to verify poster compliance!**

- QR CODE Scan with phone camera:
- OR
- ONLINE Go to: [JKeller.com/LLVerify](http://JKeller.com/LLVerify)  
Enter this code: 63060-072016