

Notice of Employee Rights: Safe and Sick Leave

You have the right to safe and sick leave and paid prenatal leave. You have this right regardless of your immigration status. Your employer must give you this notice explaining your rights.

Amount of Leave:

Table with 2 columns: Safe and Sick Leave, Paid Prenatal Leave. Safe and Sick Leave: All employers must provide up to 40 hours of safe and sick leave each calendar year. Paid Prenatal Leave: All employers must provide a separate bank of 20 hours of paid prenatal leave.

Your employer's calendar year is: _____ First month
to _____ Last month

- You have a right to PAID safe and sick leave if:
• Your employer has 5 or more employees.
• Your employer has fewer than 5 employees but a net income of \$1 million or more.



Contact Consumer and Worker Protection to learn more or to file a complaint.
Visit nyc.gov/workers | Call 311 and ask for "Paid Safe and Sick Leave"
You can also make an ANONYMOUS tip.

REV. 5/30/2025

STOP SEXUAL HARASSMENT ACT NOTICE

All employers are required to provide written notice of employees' rights under the Human Rights Law both in the form of a displayed poster and as an information sheet distributed to individual employees at the time of hire. This document satisfies the poster requirement.

The NYC Human Rights Law
The NYC Human Rights Law, one of the strongest anti-discrimination laws in the nation, protects all individuals against discrimination based on gender, which includes sexual harassment in the workplace, in housing, and in public accommodations like stores and restaurants.
Sexual Harassment Under the Law
Sexual harassment, a form of gender-based discrimination, is unwelcome verbal or physical behavior based on a person's gender.
Some Examples of Sexual Harassment
• unwelcome or inappropriate touching of employees or customers
• threatening or engaging in adverse action after someone refuses a sexual advance
• making lewd or sexual comments about an individual's appearance, body, or style of dress
• conditioning promotions or other opportunities on sexual favors
• displaying pornographic images, cartoons, or graffiti on computers, emails, cell phones, bulletin boards, etc.
• making sexist remarks or derogatory comments based on gender

Retaliation Is Prohibited Under the Law
It is a violation of the law for an employer to take action against you because you oppose or speak out against sexual harassment in the workplace.
Report Sexual Harassment
If you have witnessed or experienced sexual harassment inform a manager, the equal employment opportunity officer at your workplace, or human resources as soon as possible.
Report sexual harassment to the NYC Commission on Human Rights. Call 212-416-0197 or visit NYC.gov/HumanRights to learn how to file a complaint or report discrimination.
State and Federal Government Resources
Sexual harassment is also unlawful under state and federal law where statutes of limitations vary. To file a complaint with the New York State Division of Human Rights, please visit the Division's website at www.dhr.ny.gov. To file a charge with the U.S. Equal Employment Opportunity Commission (EEOC), please visit the EEOC's website at www.eeoc.gov.

Facebook · Instagram · Twitter · YouTube @NYCCHR
NYC.gov/HumanRights
NYC Commission on Human Rights

You Have a Right to Temporary Changes to Your Work Schedule

Under NYC's Temporary Schedule Change Law, covered employees have a right to temporary changes to their work schedule for certain "personal events." Employers must post this notice where employees can easily see it at each NYC workplace.
Employees Covered by the Law
All employees who work 80+ hours per calendar year in NYC and who have been employed by their employer 120 or more days
The law applies regardless of immigration status.
Employees NOT Covered by the Law
• Government employees
• Certain employees subject to a collective bargaining agreement
• Certain employees in motion picture, television, and live entertainment industries
Employers cannot punish, penalize, retaliate, or take any action against employees that might stop or deter them from exercising their rights under the law. Workers should

immediately contact OLPS about retaliation. See below.
Definitions
Personal event
A "personal event" can be any of the following:
• The need to care for a child under the age of 18
• The need to care for a "care recipient," a person with a disability who is a family or household member and relies on you for medical care or to meet the needs of daily living
• The need to attend a legal proceeding or hearing for public benefits to which the employee, a family member, or the employee's minor child or care recipient is a party
• Any other reason for which the employee may use leave under NYC's Paid Safe and Sick Leave Law
Temporary change
A "temporary change" means an adjustment to your usual schedule. This can include: using short-term unpaid leave, paid time off, working remotely, or swapping or shifting working hours.
If you need a temporary change to your work schedule:
As soon as you become aware of the need for a temporary schedule change, request one from your employer or direct supervisor either orally or in writing. Your request should include the date of the change, that the change is due to a personal event, and propose the type of temporary change you want (for example, to work from home), unless you would like to use leave without pay.
• Your employer must respond immediately.
• If you requested the schedule change orally (for example, in person or by phone), you must submit a written request no later than the second business day after you return to work. Include in the written request the date of the temporary schedule change and that the change was due to a personal event. Your employer must provide a written response within 14 days. If you do not submit a written request, your employer is not required to provide a written response but cannot deny your request because you did not submit a written request.
• Make sure to keep all of your schedules and any communications with your employer about scheduling.

Your Rights
Temporary change to work schedule on up to two (2) occasions each calendar year
The change must be to accommodate a personal event. See Definitions. Your employer must grant requests for up to:
• Two (2) separate occasions, each totaling one (1) business day OR
• One (1) occasion for up to two (2) business days
Freedom from retaliation for additional schedule change requests
You can request additional changes to your schedule. Employers are not required to grant additional requests; however, they cannot retaliate against you.
Ability to propose type of temporary change
You can propose the type of temporary change you would like when you request it. See Definitions.
Your employer must:
• Approve your proposal. OR
• Provide leave without pay.
Your employer may:

File a Complaint
The Department of Consumer and Worker Protection (DCWP) Office of Labor Policy & Standards (OLPS) enforces NYC's Temporary Schedule Change Law and other NYC workplace laws.
To file a complaint with OLPS, go to nyc.gov/workers or contact 311 (212-NEW-YORK outside NYC) and ask for "Temporary Schedule Change Law." OLPS will conduct an investigation and try to resolve your complaint. OLPS will keep your identity confidential unless disclosure is necessary to complete an investigation or is required by law.
You can also file an action in court. However, you cannot have a complaint with OLPS and a claim in court at the same time.
Contact OLPS
Visit nyc.gov/workers, email OLPS@dcwp.nyc.gov, or contact 311 (212-NEW-YORK outside NYC) and ask for "Temporary Schedule Change Law."

NYC Consumer and Worker Protection
You have a right to be given this notice in English and in any language that is the primary language of at least 5 percent of the workers at your workplace if the translation is available on the DCWP website.

REV. 03/2023

NOTICE
Pregnancy Accommodations at Work

The NYC Human Rights Law requires all employers with four or more employees, or one or more domestic worker, to provide reasonable accommodations to employees related to pregnancy, childbirth, and related medical conditions to enable them to continue working and/or return to work promptly while maintaining a healthy pregnancy. Employers are required to provide written notice of employees' rights under the Law, and can use this document to satisfy that requirement. As such, it should be posted in the workplace.

EMPLOYERS
Provide a clear policy and protocol for employees to request a reasonable accommodation. Work with your pregnant employee to promptly agree on a reasonable accommodation that:

- Values your employee's contributions to the workplace.
- Helps your employee satisfy the essential requisites of her job.
- Keeps them in the workplace for as long as they are able to continue working.
- Is right for your employee and does not cause undue hardship to your business.

Employers must have a lactation policy that is posted at the workplace, provided to employees at the start of their employment, and on the intranet if one exists. A model policy is available here:
Ignoring a request for a reasonable accommodation, failing to respond quickly, punishing, or firing your employee after they request one can expose you to damages and civil penalties. Employers are prohibited from asking for proof of pregnancy. Employers may request a doctor's note only when the accommodations requested by the employee involve time away from the workplace and when not otherwise prohibited by city, state, or federal law, including the NYC Earned Safe and Sick Time Act.

- EMPLOYEES
- If you need a reasonable accommodation to continue working or remain employed, you can request one. Examples include, but are not limited to:
- Breaks (e.g. to use the bathroom, eat or drink, or provide necessary rest).
 - Changes to your work environment such as a seat or a fan.
 - Assistance with physically demanding tasks.
 - Time off or schedule adjustments.
 - A private, clean, non-bathroom space and at least 30 minutes of paid breaks for expressing breast milk and use of other existing paid break/meal time for beyond the 30 minutes.
 - Light duty or a temporary transfer to a different position.
 - Time off to recover from childbirth.

The type of reasonable accommodation appropriate for an employee should be tailored to the needs of the employee and the employer. If your request for a reasonable accommodation has been ignored or denied without an appropriate alternative, we can help. Call the NYC Commission on Human Rights at 212-416-0197 to report it.

NYC.gov/HumanRights or call 212-416-0197
Facebook, Instagram, Twitter, YouTube @NYCCHR

NYC Commission on Human Rights

কর্মক্ষেত্রে আপনার অধিকার সম্পর্কে জানুন
Conozca sus derechos en el trabajo
了解您的职场权利
瞭解您的職場權利
Know your rights at work
Connaître ses droits au travail
Konn dwa w nan travay la
귀하의 직장 권리 알기
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Poznaj swoje prawa pracownicze
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NYC Consumer and Worker Protection

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