

# Philadelphia

## All-On-One Labor Law Poster

**Employee Notice** – Your rights are protected: The City of Philadelphia has established laws and regulations that protect the rights of employees. As your employer, we are conspicuously posting the information that is required by the City of Philadelphia to better inform you of your rights as an employee of our company. Required state and Federal posting are not included on this poster but are displayed in near proximity. If you have any questions regarding these postings, the human resources office or your immediate supervisor.

### THE PHILADELPHIA 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 "Entitled 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.

#### HOUSING & REAL PROPERTY DISCRIMINATION ARE AGAINST THE LAW – KNOW YOUR RIGHTS

It is illegal to deny housing accommodation, commercial property or other real property opportunities because of:

- Religion
- National Origin
- Domestic or Sexual Violence Victim Status
- Genetic Information
- Source of Income
- Sex
- Race
- Color
- Ancestry
- Disability
- Ethnicity
- Reproductive Health Autonomy
- Age
- Sexual Orientation
- Gender Identity
- Familial Status
- Marital Status
- Childbirth or related medical condition

#### KNOW YOUR RIGHTS

Everyone in Philadelphia, regardless of who they are, deserves to live freely and safely from unlawful discrimination. The Philadelphia Commission on Human Relations (PCHR), the city's civil rights agency, enforces the anti-discrimination laws and promotes intergroup relations.

In Philadelphia, it is illegal for employers, housing providers, businesses, providers of public accommodations and city services to treat individuals differently because of:

- Religion
- National Origin
- Domestic or Sexual Violence Victim Status
- Genetic Information
- Source of Income
- Sex
- Race
- Color
- Ancestry
- Disability
- Ethnicity
- Reproductive Health Autonomy
- Age
- Sexual Orientation
- Gender Identity
- Familial Status
- Marital Status
- Childbirth or related medical condition

The Philadelphia Commission on Human Relations

www.phila.gov/humanrelations • email: pchr@phila.gov

601 Walnut St, Suite 300 South, Philadelphia, PA 19106 • (p) (215) 686-4670 (f) 215-686-4684



### NOTICE TO EMPLOYEES

## FAIR WORKWEEK PREDICTABLE SCHEDULING

Chapter §9-4600 — Fair Workweek Employment Standards Effective April 1, 2020

#### Examples of Violations

- Not providing a good faith estimate
- Providing a schedule that has significant changes from the good faith estimate six times in a twelve-week period.
- Not providing 14-day advance notice of schedule (in 2021).
- Not paying predictability pay for schedule changes.
- Not receiving employee's advance written consent when scheduled to work less than 9 hours after a previous day's shift or a shift that spanned two days AND paying \$40.
- Not offering new work hours to existing employees or providing a policy for offering and distributing new available work hours.
- Not getting voluntary consent in writing for additional shifts.
- Not retaining records which demonstrate compliance for two years.
- Not posting this notice in an accessible location.

#### Employer Requirements:

- The employer will provide a good faith estimate of average work hours upon hire.
- The employer will provide advance notice of work schedules.
- The employer will compensate employees predictability pay for schedule changes.
- The employer will provide a rest period of 9 hours between certain shifts.
- The employer will offer existing employees the right to refuse before hiring new employees.
- The employer will provide employees a policy for offering and distributing new available work hours.
- The employer will retain all records that demonstrate compliance for 2 years.
- The employer will post this notice in an accessible conspicuous location.
- The employer will allow employees to decline to work additional hours from the posted work schedule.

#### File a Complaint If...



- The employer has more than or equal to 250 employees and more than or equal to 30 locations worldwide.
- The complaint is filed within 2 years of the incident.
- You are a Full Time, Part Time, Seasonal, Temp., or Non-Exempt employee who provides retail trade, food or hospitality services.

## PROVIDES PROTECTION AGAINST WAGE THEFT

Chapter §9-4300 — Wage Theft Complaints

Effective July 1, 2016

#### 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 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.



## REQUIRES PAID OR UNPAID SICK LEAVE

Chapter §9-4100 — Promoting Healthy Families and Workplaces Updated May 27, 2025

#### 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.

#### 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.
- The employer will provide unpaid sick leave for 9 or less employees.
- The employer will provide paid sick leave for 10 or more employees at the regular rate of pay.
- The employer will allow unused sick leave time to carry over from one year to the next year or front load.
- The employer will provide earned unpaid sick leave once the employee has exhausted paid sick leave.

#### 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.

#### 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

WORKER PROTECTION HOTLINE 215-686-0802

#### Tax benefits available to you in 2026

Make sure to claim everything you qualify for this tax season. The City of Philadelphia requires Philadelphia-based businesses to notify their employees about the programs listed below by **February 15, 2026**. This money belongs in your pocket!

##### Federal Earned Income Tax Credit (EITC)

The federal Earned Income Tax Credit is available to low and moderate-income individuals and families. Taxpayers can claim it when filing their federal tax return and receive up to **\$8,046** for a family of four. Income-qualifying taxpayers may receive up to **\$649** even without claiming a dependent or a relative. Learn more at [phila.gov/revenue/EITC](http://phila.gov/revenue/EITC)

##### Federal Child Tax Credit (CTC)

The federal Child Tax Credit provides parents and guardians up to **\$2,200** per qualifying dependent, regardless of their working status. Like EITC, the Child Tax Credit can be claimed when filing a federal tax return, even if you didn't work, earn any income, or owe taxes. Learn more at [phila.gov/revenue/CTC](http://phila.gov/revenue/CTC)

#### State Working Pennsylvanians Tax Credit (WPTC)

This new state-level tax credit will provide eligible low and moderate-income individuals and families with tax relief of up to **\$805**. If you qualify for the federal EITC, you will automatically qualify for the state credit — helping to lower your taxes or increase your refund. Learn more at [pa.gov/WPTC](http://pa.gov/WPTC)

#### Philadelphia Income-based Wage Tax Refund

Taxpayers approved for the State's Special Tax Forgiveness on the Pennsylvania Personal Income Tax Return are eligible for this refund. The average refund is **\$275**. Apply online at [tax-services.phila.gov](http://tax-services.phila.gov) or visit [phila.gov/revenue/income-refund](http://phila.gov/revenue/income-refund) for more information.

#### Need help filing your taxes?

Qualifying taxpayers can receive tax preparation services through a City-trusted partner for free or at a reduced fee. Visit [phila.gov/free-tax-help](http://phila.gov/free-tax-help) to learn more!

