

Beginning January 1, 2015, employers are required to display a poster in a conspicuous place at the workplace. The workplace posting must contain the following information: •

ALL **OFFICE RESOURCES** employee(s) is (are) entitled to accrue, request, and use paid sick days

Unless exempt, the employee identified on this notice is entitled to minimum requirements for paid sick leave under state law which provides that an employee:

- May accrue paid sick leave and may request and use up to 3 days or 24 hours of accrued paid sick leave per year;
- May not be terminated or retaliated against for using or requesting the use of accrued paid sick leave; and has the right to file a complaint against an employer who retaliates or discriminates against an employee for :
 1. requesting or using accrued sick days;
 2. attempting to exercise the right to use accrued paid sick days;
 3. filing a complaint or alleging a violation of Article 1.5 section 245 et seq. of the California Labor Code;
 4. cooperating in an investigation or prosecution of an alleged violation of this Article or opposing any policy or practice or act that is prohibited by Article 1.5 section 245 et seq. of the California Labor Code.

The following applies to the employee identified on this notice:

1. OFFICE RESOURCES provides no less than 24 hours (or 3 days) of paid sick leave at the beginning of each 12-month period.

Usage:

1. An employee may use accrued paid sick days beginning on the 90th day of employment.

For additional information you may contact your employer or the local office of the Labor Commissioner. Locate the office by looking at the list of offices on our website

<http://www.dir.ca.gov/dlse/DistrictOffices.htm> using the alphabetical listing of cities, locations, and communities. Staff is available in person and by telephone.