**How do I request FMLA leave?**

**You work for a**

**if**

**Am I eligible to take FMLA leave?**

**Your employer's paid leave policy covers the reason for which you need FMLA leave.**

**You must**

**• The birth, adoption or foster placement of a child with you,**

**• The birth, adoption or foster placement of a child with someone else in your family,**

**• The care of a child with a serious health condition,**

**• The care of a parent with a serious health condition,**

**• The care of a spousal parent with a serious health condition,**

**• The care of a veteran with a serious health condition,**

**• The care of a servicemember with a serious health condition,**

**What Employment Practices can be Challenged as Illegal?**

**What do my employer need to do?**

**• Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave,**

**• Allow you to take job-protected time off work for a qualifying reason,**

**What does my employer need to do?**

**• Assignment**

**• Hiring or promotion**

**• Discharge, firing, or lay-off**

**What Organizations are Covered?**

**• Most private employers**

**• Unions**

**• Interference, coercion, or threats related to exercising your rights under the law, including raising a health or safety concern with you or OSHA, or reporting a work-related injury or illness.**

**What Employment Practices can be Challenged as Illegal?**

**Employers must:**

**• Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health or safety concern with you or OSHA, or reporting a work-related injury or illness.**

**• Provide required training to all workers in a language or vocabulary they can understand.**

**• On-Site Consultation Services are available to small and medium-sized employers, without citation or penalty, through OSHA-supported consultation programs in every state.**

**Contact OSHA. We can help.**

**1-800-321-OHSA (6742) • 1-877-889-5627 • www.osha.gov**

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**DEPARTMENT OF LABOR**

**U.S. Office of Personnel Management or Congress.**

**The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.**

**Know Your Rights: Workplace Discrimination is Illegal**

**The U.S. Equal Employment Opportunity Commission (EEOC) enforces federal laws that protect you from discrimination in employment. If you believe you’ve been discriminated against at work, or if you think your employer is failing to meet its legal obligations, you can file a complaint with the EEOC.**

**To file a complaint with the EEOC:**

**1. Complete the online form.**

**2. Check the box if you need a reasonable accommodation to file your complaint (e.g., a paper copy, a magnifier, a computer or other equipment, etc.)**

**3. Make sure your complaint is complete. It should include:**

**• A description of the discrimination that occurred and the outcome you would like to have (e.g., the discrimination must be in writing).**

**• The name, address, phone number, and email address of the individual you want to file the complaint with.**

**• The name, address, phone number, and email address of the individual you want to file the complaint with.**

**• If you need further assistance, you can contact us at 1-800-669-4000.**

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**DISCLAIMER:**

**IT’S THE LAW!**

**Job Safety and Health**

This poster is free from OSHA.