

# WELCOME TO EMPLOYERS



## TO EMPLOYEES

**YOUR EMPLOYER IS SUBJECT TO** the Maryland Employment Insurance Law and pays taxes under this law. No deduction is made from your wages for the taxes.

**IF YOU ARE Laid OFF** or otherwise become unemployed, immediately file a claim by calling the toll-free number for the area which you reside or you can claim at the internet at the web site address indicated below.

**IF YOU ARE ELIGIBLE**, you may be entitled to unemployment benefits for as many as 26 weeks.

**IF YOU ARE WORKING LESS THAN FULL TIME**, you may be eligible for partial benefits. If your regular hours of work have been reduced, promptly file a claim as instructed above, to determine your benefit rights.

**IF YOU HAVE BEEN PUNISHED FOR BENEFITS AND RETURN TO WORK**, you must report your gross wages before deductions along with the return to work certificate of whether or not you have been paid.

### YOU ARE ENTITLED TO BENEFITS IF:

- You are unemployed through no fault of your own.
- You have sufficient earnings in your Base Period.
- You were registered for work and filed a claim with benefits with a Maryland Department of Labor claim center located below.
- You are under total disability for work, and actively seeking work.

**NOTE:** To insure prompt benefits of each claim, it is necessary to have your Social Security number available. If you claim dependent on another individual (16 years of age), you must show the Social Security number of each dependent when you file. If you do not know the Social Security numbers, you will be required with instructions on how to provide a copy of the dependent's birth certificate or other forms of proof of dependency.

### IF YOU ARE TOTALLY OR PARTIALLY UNEMPLOYED CALL:

Phone Number To File A Claim	Area Served
301-313-8400 1-877-203-4125 (toll free)	Calvert Chesapeake Montgomery Prince Georges St. Marys
301-723-2200 1-877-203-4125 (toll free)	Allegany Frederick Garrett Washington
410-234-8800 1-877-203-4125 (toll free)	Caroline Somerset Kent Talbot Worcester
410-853-1900 1-877-203-4125 (toll free)	Anne Arundel Baltimore City Baltimore County Carroll Cecil Harris

**SOLICITO DE BENEFICIOS DEL DESPLAZADO POR LA PARALIZACION DE HABER HEMBRAS**  
301-313-8400

**INSIDE THE STATE OF MARYLAND (CENTRO DEL ESTADO DE MARYLAND)**  
Maryland Relief Dept. 711  
TTY: 1-800-735-2528  
Speech T: 800-735-2528  
Para Personas Sin Maryland residente  
1-800-877-2344 (LLS)

**TO FILE A CLAIM VIA THE INTERNET:**  
[www.mdunemployment.com](http://www.mdunemployment.com)

### IMPORTANT NOTICE

Unemployment insurance is available for persons who are unemployed through no fault of their own and who really, truly seek and are able to work. Persons who receive benefits through misstatements or failure to report all earnings will be disqualified and will be subject to criminal prosecution.

This Card Expires April 1, 1984 states that no person shall be discriminated against on the basis of race, color, religion, age, sex, or national origin. If you feel you have been discriminated against in the determination of benefits proceeds of this Act, you may file a complaint with the Director of the Office of Fair Practices, 1100 North Eads Street, Room 013, Baltimore, Maryland 21201.

### MARYLAND DEPARTMENT OF LABOR - DIVISION OF UNEMPLOYMENT INSURANCE

THIS CARD MUST BE POSTED IN A CONSPICUOUS PLACE  
Maryland Department of Labor - Division of Unemployment Insurance, TPA, S. Box 800  
Frederick, MD 21701

## Pregnant & Working

**Know Your Rights!**  
If you are pregnant, you have a legal right to a reasonable accommodation if your pregnancy causes or causes a disability that makes you unable to perform your job. Your employer must provide you with a reasonable accommodation if you are pregnant.

**What Does That Mean?**  
Reasonable accommodations are changes in your work environment that allow you to continue to work safely and effectively during your pregnancy. These accommodations may include:

- Changing job duties
- Changing work schedules
- Providing mechanical or electrical aids
- Providing less strenuous or less hazardous activities
- Providing leave

**What If I Am A Victim Of Discrimination?**  
If you believe you have been discriminated against because of your pregnancy, you may file a complaint with the Maryland Department of Labor (MDL) or the Equal Employment Opportunity Commission (EEOC).

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**Do I Need A Doctor's Note?**  
If you have a doctor's note, you may be able to receive accommodations. However, you may also be able to receive accommodations without a doctor's note.

**State of Maryland Department of Labor**  
5 East Street, Suite 900  
Baltimore, MD 21201-2202  
Tel: (410) 767-8800  
Fax: (410) 767-8800  
TDD: (410) 767-8800  
Relay Maryland: 1-800-735-2528

**MARYLAND EARNED SICK AND SAFE LEAVE EMPLOYEE NOTICE**

The Maryland Healthy Working Families Act requires private employers to provide earned sick and safe leave to their employees. This notice explains the requirements of the Act and how employees can use their leave.

**Accrual**  
Employees accrue sick and safe leave at a rate of 1.111 hours per month. Employees must use their leave for a purpose that is covered by the Act.

**Reporting**  
Employees must notify their employer of their intent to use sick and safe leave at least 30 days before the date of use.

**Prohibitions**  
Employers are prohibited from interfering with an employee's use of sick and safe leave. Employers are also prohibited from retaliating against an employee for using sick and safe leave.

**Additional Information**  
Employees should contact the Maryland Department of Labor for more information about the Act.

**Private Sector**  
This notice applies to private sector employers with 15 or more employees.

**Public Sector**  
This notice applies to public sector employees.

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## Maryland Equal Pay for Equal Work

**Equal Pay Act**  
The Equal Pay Act of 1963 requires that employers pay men and women the same wage for equal work. This notice explains the requirements of the Act.

**What Does That Mean?**  
Equal work means work that requires equal skill, effort, and responsibility. The Act applies to all employers with 15 or more employees.

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## Minor Fact Sheet

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## Maryland Minimum Wage and Overtime Law

**Minimum Wage Rates**  
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