

Workplace Policies



NOTICE TO EMPLOYEES

Information on Unemployment Compensation in the District of Columbia

You are eligible to apply for District of Columbia Unemployment Compensation Act with additional benefits of protecting dependent children from complete loss when they become unemployed through no fault of their own and are seeking new work. To help families the unemployment compensation system, it is a benefit paid to employees who lose their jobs. Unemployment compensation is not a benefit paid to employees who are laid off or who are terminated by their employer. For more information on unemployment compensation, please visit the District of Columbia Department of Employment Services website.

You should become unemployed in order to be eligible for unemployment compensation. You must be unemployed through no fault of your own and you must be available to work and make an application to the District of Columbia Department of Employment Services.

American Job Center – Headquarters	American Job Center – Northwest
4200 Massachusetts Ave., N.E. Washington, DC 20019 (202) 775-2201	5170 Massachusetts Ave., N.W. Washington, DC 20017 (202) 376-3000
American Job Center – Northeast	American Job Center – Southeast
3720 M Street, N.E. Washington, DC 20019 (202) 342-4527	3720 M Street, N.E. Washington, DC 20019 (202) 342-4527

American Job Centers Hours of Operation:
Monday – Thursday 9:00 a.m. – 6:00 p.m.
Friday 9:00 a.m. – 4:00 p.m.

You may apply for benefits through the following website:
www.doehs.org

ADP Employment experts need the help of the District of Columbia Department of Employment Services to help you find a job. ADP Employment experts may be contacted upon request by calling (202) 690-7500.

Protecting Pregnant Workers Fairness Act Workplace Poster

Updated: October 30, 2024
Know Your Rights in the District of Columbia

Accommodations for Pregnancy, Childbirth and Breastfeeding

The Pregnancy Workers Fairness Act (PWFA) requires the District of Columbia employers to provide reasonable accommodations for employees who are pregnant, childbirth, or breastfeeding. This poster provides information on the rights of pregnant workers, childbirth, or breastfeeding, or a related condition that may be covered by the PWFA.

This poster explains a good faith effort to comply with the PWFA and the accommodations that are available.

Types of Accommodations

Employers must make all reasonable accommodations, including but not limited to:

- More frequent or longer breaks;
- Temporarily transferring the employee to a less strenuous or hazardous position;
- Purchasing or modifying work equipment, such as chairs;
- Temporarily adjusting the employee's position to provide light duty or a modified work schedule;
- Making the employee contact their health fitting;
- Rescheduling the employee's work shifts;
- Providing temporary job assistance for breastfeeding employees.

Prohibited Actions by Employers

Employers may not:

- make an accommodation unless it would cause significant hardship or expense to the employer;
- make an accommodation if the employee is requesting an accommodation;
- impose any adverse action against the employee because of the request or need for an accommodation;
- require an employee to leave a reasonable accommodation as provided;
- require an employee to accept an accommodation unless it is necessary to the employer's business.

Certification from Health Care Provider

Employers may require an employee to provide certification from a health care provider indicating a reasonable accommodation is necessary. The certification must include:

1. The nature of the accommodation because it will become increasingly necessary;
2. An explanation of the medical condition and why it is a reasonable accommodation;
3. The employee's right to the accommodation should be provided.

Filing a Complaint of a Violation

If you believe an employer has violated your rights under the PWFA, you may file a complaint with the District of Columbia Department of Employment Services. You may also file a complaint with the U.S. District Court for the District of Columbia. The complaint must be filed within 180 days of the date of the alleged violation. The complaint must be filed with the District of Columbia Department of Employment Services or the U.S. District Court for the District of Columbia.

How to File a Complaint of a Violation

File a Complaint with the District of Columbia Department of Employment Services

File a Complaint with the U.S. District Court for the District of Columbia

File a Complaint with the EEOC

File a Complaint with the D.C. Superior Court

File a Complaint with the D.C. Circuit Court

File a Complaint with the D.C. Court of Appeals

File a Complaint with the U.S. Supreme Court

File a Complaint with the D.C. Court of Appeals

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File a Complaint with the D.C. Court of Appeals

NOTICE TO EMPLOYEES

Information on Paid Family Leave in the District of Columbia

You are eligible to apply for District of Columbia Paid Family Leave program, which provides covered employees and their families with paid time off for caregiving purposes. Paid family leave and parental leave are not the same. Paid family leave is a benefit paid to employees who are laid off or who are terminated by their employer. For more information on paid family leave, please visit the District of Columbia Department of Employment Services website.

Covered Workers

To receive benefits under the Paid Family Leave program, you must work for a covered employer (DC, 501(c)(3) or 501(c)(29) or 501(c)(6) or 501(c)(7) or 501(c)(8) or 501(c)(9) or 501(c)(10) or 501(c)(11) or 501(c)(12) or 501(c)(13) or 501(c)(14) or 501(c)(15) or 501(c)(16) or 501(c)(17) or 501(c)(18) or 501(c)(19) or 501(c)(20) or 501(c)(21) or 501(c)(22) or 501(c)(23) or 501(c)(24) or 501(c)(25) or 501(c)(26) or 501(c)(27) or 501(c)(28) or 501(c)(29) or 501(c)(30) or 501(c)(31) or 501(c)(32) or 501(c)(33) or 501(c)(34) or 501(c)(35) or 501(c)(36) or 501(c)(37) or 501(c)(38) or 501(c)(39) or 501(c)(40) or 501(c)(41) or 501(c)(42) or 501(c)(43) or 501(c)(44) or 501(c)(45) or 501(c)(46) or 501(c)(47) or 501(c)(48) or 501(c)(49) or 501(c)(50) or 501(c)(51) or 501(c)(52) or 501(c)(53) or 501(c)(54) or 501(c)(55) or 501(c)(56) or 501(c)(57) or 501(c)(58) or 501(c)(59) or 501(c)(60) or 501(c)(61) or 501(c)(62) or 501(c)(63) or 501(c)(64) or 501(c)(65) or 501(c)(66) or 501(c)(67) or 501(c)(68) 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