Pennsylvania
Thank you for choosing our eComply downloadable labor law posters with one year of free mandatory updates!

Your posters must be posted in a conspicuous location. Be sure to download all files.

**Printing & Posting Instructions**

- These PDF documents should be **printed on 8.5” x 11” paper** with the printer set to the “fit to page” or comparable option. Following these printing instructions will help ensure that you are complying with state and federal size and font requirements.

- Posters have a Publication Code in the lower left corner, below the red line, such as D-CA_1 (*date*) MINIMUM WAGE. **Post pages with the same code together.**

- **Color requirements:** (for Colorado, Georgia, Maryland, New Mexico, North Carolina and Oklahoma ONLY).*

- The Attention Employers letter that follows is for your information but should **not** be posted.

**IMPORTANT:** If your email address changes, be sure to notify us so that you continue to receive updates.

We are proud to be your most reliable resource for labor law compliance and we look forward to keeping you in compliance. Please contact us at 800-322-3636 if you have any questions.

*• Background color requirement* (applies to Colorado Anti-Discrimination, Georgia Workers Compensation Official Notice and Georgia Workers Compensation Bill of Rights, Maryland Workers Compensation and Oklahoma Workers Compensation)

These posters will appear on your computer screen and print with the required color background **if you have a color printer.** If not, you must print these posters on the appropriate colored paper.

• **Identical poster requirement** (applies to North Carolina Workers Compensation and New Mexico Workers Compensation)

These posters must be identical to the state-issued poster which is in color. The posters will appear in color on your computer screen and **must be printed using a color printer** to match the original.
ATTENTION PENNSYLVANIA EMPLOYERS

Our goal as your RELIABLE labor law poster company is to ensure that you are always in compliance! We would like to make you aware that there may be other requirements your company is subject to in addition to posting your labor law posters in a conspicuous location.

☑ Post signs required by Pennsylvania Clean Indoor Air Act. As of Sept. 11, 2008, the Pennsylvania Clean Indoor Air Act requires that workplaces and public places must be smoke-free. Appropriate signs must be prominently posted and properly maintained at all entrances. For further information or to obtain signs, contact the Pennsylvania Department of Health Clean Indoor Air Helpline at 877-835-9535.

☑ Fill out the “Hours of Work for Minors” chart on your Pennsylvania poster or make your own chart and post it.

☑ If applicants for employment are normally seen in an area other than where you post your federal labor law poster, you need to post three federal notices in this area where applicants can easily see them. Poster Compliance Center publishes a Federal Applicant Edition poster that includes all three of these notices. Call Customer Service at (800) 322-3636 if you would like to order this poster.

☑ If your state has an E-Verify law (used to determine if workers are eligible for employment), covered employers must register for E-Verify through the U.S. Department of Homeland Security (DHS) and must post required participation posters.
  • Only employers who have registered should post the required posters which can be downloaded free during registration.
  • DHS prohibits commercial sale of these posters by third parties.

For these reasons E-Verify posters are not included on our state posters. For further information or to register for E-Verify, go to the DHS E-Verify home page at www.dhs.gov/e-verify or call 888-464-4218.

☑ Poster Compliance Center publishes labor law posters that include all general required notices for employers. Depending on a company’s industry, type of commerce, sector, location or workforce, additional specialized notices may be required by federal, state or local governments or agencies. Examples could include notices for a municipality, notices for federal contractors, notices that must be posted for the public or job applicants (in addition to those posted for employees) *, a labor law notice required in another language for employees who do not speak English, public sector notices, signage that must be posted at a specific location in your business such as the entrance, or a notice that can only be obtained through an insurance company.

*NOTE: Two Pennsylvania Human Relations notices on your state poster have additional posting requirements.
  • Employment Provisions notice must be posted by employers, labor organizations or employment agencies in a location frequented by “applicants, employees, or members.”
  • Public Accommodations notice must be posted “where it may be readily seen by those seeking or granting any of the accommodations”.

If you do not post your state poster in an area that satisfies this requirement, you must post these Human Relations notices in the appropriate place(s). You can order another Pennsylvania state poster from us or download these two notices from the Pennsylvania Human Relations Commission website at www.phrc.state.pa.us under “Publications”.

DISCLAIMER: This product is not intended to provide legal or financial advice or substitute for the advice of an attorney or advisor.

PASL (7-14)
Under the provisions of the Pennsylvania Unemployment Compensation (UC) Law, I am registered with the Pennsylvania Department of Labor & Industry as:

NAME ___________________________________________  

ADDRESS _______________________________________

EMPLOYER ACCOUNT NUMBER ________________________

The UC Law can provide you with an income during periods when you are either partially or totally unemployed through no fault of your own.

If you become UNEMPLOYED or your HOURS ARE REDUCED due to LACK OF WORK, the company, department, agency, commission, or bureau where you worked may provide you with a completed Form UC-1609. How to Apply for Unemployment Compensation (UC) Benefits.

**IMPORTANT**

Your UC application will be dated effective the week in which you actually file the application for benefits. You should file a new claim or reopen an existing claim during the first week in which you are unemployed or that your hours are reduced. You may risk losing some benefit eligibility if you file after the first week you are unemployed.

**NOTE:** To file an application for UC benefits, you will need to provide your:

- Social Security Number
- Alien registration number (if not a U.S. citizen)
- Complete mailing and home address
- Name, address, and account number of employer(s) from Form UC-1609
- Dates of employment and reasons for leaving
- Most recent pay stub (optional but helpful)
- Personal Identification Number (PIN) (if you have one from a prior claim)

You may file your new application, reopen an existing claim or get information about the UC Program online at [www.uc.pa.gov](http://www.uc.pa.gov), or by calling the UC Service Center at 888-313-7284. TTY: (Hearing Impaired) at 888-334-4046.

When claiming UC benefits, you must report gross wages that you earned during any week for which you are claiming UC benefits. Computer crossmatching is used to detect the illegal receipt of UC payments resulting from unreported work and earnings, as well as unreported pensions.

**REMEMBER:** Whenever you have questions or any problem regarding your UC claim, contact your UC Service Center. Do not take outside advice. Outside advice may be incorrect and could adversely affect your eligibility to receive UC benefits.

A person who knowingly makes a false statement or knowingly withholds information to obtain UC benefits commits a criminal offense under section 801 of the UC Law, 43 P.S. §871, and may be subject to a fine, imprisonment, restitution and loss of future benefits.
Abstract of the Equal Pay Law

Must be Posted in a Conspicuous Place in Every Pennsylvania Business Governed by the Equal Pay Law

Discrimination on Basis of Sex Prohibited:

Prohibits discrimination by any employer in any place of employment between employees on the basis of sex, by paying wages to any employee at a rate less than the rate paid to employees of the opposite sex for work under equal conditions on jobs which require equal skills. Provides that variation in payment of wages is not prohibited when based on a seniority, training or merit increase system that does not discriminate on the basis of sex.

Administration:

Empowers the Secretary of Labor & Industry to administer the provisions of the act, and to issue rules and regulations to make effective the provisions of the act.

Collection of Unpaid Wages in Case of Discrimination:

Provides for the collection of unpaid wages due under the act and in addition, an equal amount of liquidated damages and reasonable attorney's fee and costs. Authorizes the Secretary of Labor & Industry and upon an employee's request, to take assignment of such a wage claim for collection. Limits the period for such action to two years from the date upon which the violation occurs.

Records Required:

Requires employer to keep and maintain records of wages, wage rates, job classifications and other terms and conditions of employment of the persons employed, as the Secretary of Labor & Industry shall prescribe. Requires that employers post an abstract of the law.

Penalties:

Provides for a fine of not less than $50 nor more than $200, or imprisonment of not less than 30 days nor more than 60 days, for: (1) employer who wilfully and knowingly violates provisions of the act, or discharges or otherwise discriminates against an employee who makes a complaint, institutes, or testifies at, proceedings under the act; and (2) employer who fails to keep required records, falsifies such records, hinders, delays, or otherwise interferes with the Secretary or his authorized representative in the performance of his duties in the enforcement of the act. Each day a violation continues shall constitute a separate offense.

More Information is Available Online

Additional information about the Equal Pay Law is available online at: www.state.pa.us, PA Keyword: labor & industry. Click on “Labor Law Compliance” under Quick Links.

Auxiliary aids and services are available upon request to individuals with disabilities. Equal Opportunity Employer/Program
The name, address and telephone number of your employer’s workers’ compensation insurance company, third-party administrator (TPA), or person handling workers’ compensation claims for your company, are shown below.

**Employer Name:** ___________________________  **Date Posted:** ___________________________

**IF INSURED:**
(Complete all applicable spaces)

Name of Insurance Company: ___________________________

Address: _______________________________________

Telephone Number: ___________________________

Insurer Code: ___________________________

**IF SOMEONE OTHER THAN INSURER IS HANDLING CLAIMS:**
(Complete all applicable spaces)

Name of TPA (Claims administrator): ___________________________

Address: _______________________________________

Telephone Number: ___________________________

**IF SELF-INSURED**
(Complete all applicable spaces)

Name of person handling claims at the self-insured: ___________________________

Address: _______________________________________

Telephone Number: ___________________________

Insurer Code: ___________________________

**IF SOMEONE OTHER THAN SELF-INSURER IS HANDLING CLAIMS:**
(Complete all applicable spaces)

Name of TPA (Claims administrator): ___________________________

Address: _______________________________________

Telephone Number: ___________________________

Any individual filing misleading or incomplete information knowingly and with the intent to defraud is in violation of Section 1102 of the Pennsylvania Workers’ Compensation Act, 77 P.S. §1039.2, and may also be subject to criminal and civil penalties under 18 Pa. C.S.A. §4117 (relating to insurance fraud).

Employer Information Services
toll-free inside PA: 800.462.2383
local & outside PA: 717.772.4447

Claims Information Services
toll-free inside PA: 800.362.4228
local & outside PA: 717.772.4991

Hearing Impaired
toll-free inside PA TTY: 800.362.4228
local & outside PA TTY: 717.772.4991

Email
ra-li-bwc-helpline@pa.gov

Auxiliary aids and services are available upon request to individuals with disabilities.
Equal Opportunity Employer/Program

LIBC-500 REV 01-15
EMPLOYMENT PROVISIONS OF THE
Pennsylvania Human Relations Act
(Act of October 27, 1955, P.L. 744, as Amended)

PURPOSE OF PROVISIONS
The purpose of the employment provisions of the Pennsylvania Human Relations Act is to prevent and eliminate unlawful discriminatory practices in employment because of race, color, religion, ancestry, age (40 and above), sex, national origin, non-job related disability, known association with a disabled individual, possession of a diploma based on passing a general education development test, or willingness or refusal to participate in abortion or sterilization.

UNLAWFUL DISCRIMINATORY PRACTICES
It is unlawful — on the basis of the facts listed above — for an employer, labor union or employment agency to:
1. Deny any person an equal opportunity to obtain employment, to be promoted and to be accorded all other rights to compensation, tenure and other terms, conditions and privileges of employment.
2. Deny membership rights and privileges in any labor organization.
3. Deny any person equal opportunity to be referred for employment.
4. Refuse to contract or otherwise discriminate in contracting with any independent contractor who is licensed by the Bureau of Professional and Occupational Affairs.

It is also unlawful for any person, employer, labor union or employment agency to retaliate against an individual because the individual has filed a complaint with the Commission, or has otherwise participated in any Commission proceeding, or for any person to aid or abet any unlawful discriminatory practice under the Human Relations Act.

PARTIES SUBJECT TO THE ACT
The employment provisions of the Pennsylvania Human Relations Act apply to: (1) Employers of 4 or more persons, including units of state and local government, (2) Labor organizations, and (3) Employment agencies.

WHO MAY FILE A COMPLAINT
Complaints may be filed within 180 days of the alleged act of discrimination by any of the following: (1) Any person who believes he or she has been discriminated against, (2) The Pennsylvania Human Relations Commission, (3) The Attorney General of Pennsylvania, or (4) An employer whose employees hinder compliance with the provisions of the Act.

PARTIES EXEMPT FROM THE ACT
The employment provisions of the Pennsylvania Human Relations Act do not apply to: (1) Any individual employed in agriculture or domestic service, (2) any individual who, as part of his or her employment, resides in the personal residence of the employer, (3) Any individual employed by his or her parents, spouse or child.

WHO MUST POST THIS NOTICE
Every employer, labor organization and employment agency subject to the employment provisions of this Act is required by law to post this notice in a conspicuous, easily accessible and well-lighted location customarily frequented by applicants, employees or members.

WARNING: Removing, defacing, covering up or destroying this notice is a violation of the Pennsylvania Crimes Code and may subject you to fine or imprisonment.

For further information, write, phone or visit the Pennsylvania Human Relations Commission:
Central Office: 301 Chestnut Street, Suite 300 · Harrisburg, PA 17101
(717) 787-4410 · (717) 787-4087 (TTY) or visit us at www.phrc.state.pa.us

To file a complaint, contact the Regional Office nearest you:

**Pittsburgh**
301 5th Ave., Suite 390
Piatt Place
Pittsburgh, PA 15222
(412) 565-5395
(412) 565-5711 (TTY)

**Harrisburg**
Riverfront Office Center
1101-1125 S Front Street
5th Floor
Harrisburg, PA 17104
(717) 787-9784

**Philadelphia**
110 N. 8th Street, Suite 501
Philadelphia, PA 19107
(215) 560-2496
(215) 560-3599 (TTY)
PUBLIC ACCOMMODATION PROVISIONS
PENNSYLVANIA HUMAN RELATIONS ACT
(Act of October 27, 1955, P.L. 744, as Amended)

Under this Act, a public accommodation is any accommodation which is open to,
accepts or solicits the patronage of the general public, including government services.

It is unlawful for any owner, lessee, proprietor, manager, superintendent, agent,
or employee of any public accommodation to discriminate against any person in
the full use and enjoyment of such public accommodation, on the basis of race,
color, religion, sex, ancestry, national origin, disability, known association with a
person with a disability, use of a guide or support animal due to blindness,
deafness or physical disability or because the user is a handler or trainer of such animals.

This notice, which has been prepared and distributed by the Pennsylvania Human Relations Commission, must be posted by any owner, lessee, proprietor or
manager of a public accommodation. Notices must be posted conspicuously in
easily accessible and well-lighted places at the public accommodation, where
they may be readily seen by those seeking or granting any of the
accommodations, advantages, facilities or privileges of such public accommodation.

Complaints must be filed within 180 days of the alleged act of discrimination.

WARNING: Removing, defacing, covering up or destroying this notice is a violation of the
Pennsylvania Crimes Code and may subject you to fine or imprisonment.

For further information, write, phone or visit the Pennsylvania Human Relations Commission:

Central Office: 301 Chestnut Street, Suite 300 · Harrisburg, PA 17101
(717) 787-4410 · (717) 787-4087 (TTY) · www.phrc.state.pa.us

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Pittsburgh
301 5th Ave., Suite 390
Platt Place
Pittsburgh, PA 15222
(412) 565-5395
(412) 565-5711 (TTY)

Harrisburg
Riverfront Office Center
1101-1125 S. Front
Street, 5th Floor
Harrisburg, PA 17104
(717) 787-9784
(717) 787-7279 (TTY)

Philadelphia
110 N. 8th Street
Suite 501
Philadelphia, PA 19107
(215) 560-2496
(215) 560-3599 (TTY)
Minimum Wage Law Summary

The Pennsylvania Minimum Wage Act establishes a fixed Minimum Wage and Overtime Rate for employees. It also sets forth compliance-related duties for the Department of Labor & Industry and for employers. In addition, the Minimum Wage Act provides penalties for noncompliance. This summary is for general information only and is not an official position formally adopted by the Department of Labor & Industry.

Overtime Rate:
Workers shall be paid 1½ times their regular rate of pay after 40 hours worked in a workweek (Except as Described).

Minimum Wage Rate:
$7.25 per hour Effective July 24, 2009 (Except as Described)

Tipped Employees:
An employer may pay a minimum of $2.83 per hour to an employee who makes $30.00 per month in tips. The employer must make up the difference if the tips and $2.83 do not meet the regular Pennsylvania minimum wage.

Keeping Records:
Every employer must maintain accurate records of each employee’s earnings and hours worked, and provide access to Labor & Industry.

Penalties:
Failure to pay the legal minimum wage or other violations may result in payment of back wages and other civil or criminal action where warranted.

Exemptions:
Overtime applies to certain employment classifications. (see pages 2 and 3)

Special Allowances For:
Students, learners and people with disabilities, upon application only.
Exemptions from Both Minimum Wage and Overtime Rates

- Labor on a farm
- Domestic service in or about the private home of the employer
- Delivery of newspapers to the consumer
- Publication of weekly, semi-weekly or daily newspaper with a circulation of less than 4,000 when the major portion of circulation is in the county where published or a bordering county
- Bona fide executive, administrative or professional capacity, (including academic administrative personnel or teacher in public schools) or in capacity of outside salesman. However, an employee of a retail or service establishment shall not be excluded from the definition of employee employed in a bona fide executive or administrative capacity because of the number of hours in the employee’s work not directly or closely related to the performance of executive, professional or administrative activities, if less than 40% of the employee’s hours worked in the workweek are devoted to such activities.
- Educational, charitable, religious, or nonprofit organization where no employer-employee relationship exists and service is rendered gratuitously
- Golf caddy

- In seasonal employment, if the employee is under 18 years of age or if a student under 24 years of age is employed by a nonprofit health or welfare agency engaged in activities dealing with handicapped or exceptional children or by a nonprofit day or resident seasonal recreational camp for campers under the age of 18 years, which operates for a period of less than three months in any one year
- In employment by a public amusement or recreational establishment, organized camp, or religious or nonprofit educational conference center, if (i) it does not operate more than seven months a year or (ii) during the preceding calendar year, the average receipts for any 6 months were not more than 33⅓% of its average receipts for the other 6 months of such year
- Switchboard operator employed by an independently-owned public telephone company which has no more than 750 stations
- Employees not subject to civil service laws who hold elective office or are on the personal staff of such an officeholder, are immediate advisers to the officeholder, or are appointed by the officeholder to serve on a policy making level

Allowances

Wages paid to any employee may include reasonable cost of board, lodging and other facilities. This may be considered as part of the minimum wage if the employee is notified of this condition and accepts it as a usual condition of employment at the time of hire or change of classification. The wages, including food credit plus tips, must equal the current minimum wage.

**Board:** Food furnished in the form of meals on an established schedule.

**Lodging:** Housing facility available for the personal use of the employee at all hours.

**Reasonable Cost:** Actual cost, exclusive of profit, to the employer or to anyone affiliated with the employer.
Exclusions from Minimum Wage Rates

- Learners and students (bona fide high school or college), after obtaining a Special Certificate from the Bureau of Labor Law Compliance, (651 Boas Street, Room 1301, Harrisburg, PA 17121-0750) may be paid 85% of the minimum wage as follows:

  **Learners:** 40 hours a week. Maximum eight weeks

  **Students:** Up to 20 hours a week. Up to 40 hours a week during school vacation periods

- Individuals with a physical or mental deficiency or injury may be paid less than the applicable minimum wage if a license specifying a rate commensurate with productive capacity is obtained from the Bureau of Labor Law Compliance, (651 Boas Street, Room 1301, Harrisburg, PA 17121-0750), or a federal certificate is obtained under Section 14(c) of the Fair Labor Standards Act from the U.S. Department of Labor.

Exclusions from Overtime Rates

- A seaman

- Any salesman, partsman or mechanic primarily engaged in selling and servicing automobiles, trailers, trucks, farm implements or aircraft, if employed by a non-manufacturing establishment primarily engaged in the selling of such vehicles to ultimate purchasers. (Example: 51% of business is selling as opposed to 49% in servicing such vehicles)

- Taxicab driver

- Any employee of a motor carrier the Federal Secretary of Transportation has power to establish qualifications and maximum hours of service under 49 U.S.C. Section 3102 (b)(1) and (2) (relating to requirements for qualifications, hours of service, safety and equipment standards)

- Announcer, news editor, chief engineer of a radio or television station, the major studio of which is located in:
  - City or town of 100,000 population or less, if it is not part of a standard metropolitan statistical area having a total population in excess of 100,000; or
  - City or town of 25,000 population or less, which is part of such an area but is at least 40 airline miles from the principal city in the area

- Any employee engaged in the processing of maple sap into sugar (other than refined sugar) or syrup

- Employment by a motion picture theatre
### Contact:

<table>
<thead>
<tr>
<th>Bureau of Labor Law Compliance</th>
<th>Counties Served</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Altoona District Office</strong></td>
<td>Armstrong, Bedford, Blair, Cambria, Cameron, Centre, Clarion, Clearfield</td>
</tr>
<tr>
<td>1130 12th Avenue, Suite 200, Altoona, PA 16601-3486</td>
<td>Jefferson, McKean, Mifflin, Potter, Somerset, Warren, Westmoreland</td>
</tr>
<tr>
<td>Phone: <strong>814-940-6224</strong> or <strong>877-792-8198</strong></td>
<td><strong>Lebanon</strong></td>
</tr>
<tr>
<td><strong>Harrisburg District Office</strong></td>
<td>Lebanon, Montour, Northumberland, Perry, Snyder, Union, York</td>
</tr>
<tr>
<td>651 Boas Street, Room 1301, Harrisburg, PA 17121-0750</td>
<td><strong>Bucks</strong></td>
</tr>
<tr>
<td>Phone: <strong>717-787-4671</strong> or <strong>800-932-0665</strong></td>
<td><strong>Delaware</strong></td>
</tr>
<tr>
<td><strong>Philadelphia District Office</strong></td>
<td><strong>Philadelphia</strong></td>
</tr>
<tr>
<td>110 North 8th St., Suite 203, Philadelphia, PA 19107</td>
<td><strong>Allegheny</strong></td>
</tr>
<tr>
<td>Phone: <strong>215-560-1858</strong> or <strong>877-817-9497</strong></td>
<td><strong>Lawrence</strong></td>
</tr>
<tr>
<td><strong>Pittsburgh District Office</strong></td>
<td><strong>Venango</strong></td>
</tr>
<tr>
<td>301 5th Avenue, Suite 330, Pittsburgh, PA 15222</td>
<td><strong>Washington</strong></td>
</tr>
<tr>
<td>Phone: <strong>412-565-5300</strong> or <strong>877-504-8354</strong></td>
<td><strong>Bucks</strong></td>
</tr>
<tr>
<td><strong>Scranton District Office</strong></td>
<td><strong>Lycoming</strong></td>
</tr>
<tr>
<td>201-B State Office Bldg., 100 Lackawanna Avenue, Scranton, PA 18503</td>
<td><strong>Monroe</strong></td>
</tr>
<tr>
<td>Phone: <strong>570-963-4577</strong> or <strong>877-214-3962</strong></td>
<td><strong>Northampton</strong></td>
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<tr>
<td><strong>Carbon</strong></td>
<td><strong>Pike</strong></td>
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<td><strong>Lackawanna</strong></td>
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<td><strong>Luzerne</strong></td>
<td><strong>Susquehanna</strong></td>
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| **Wyoming** | **Auxiliary aids and services are available upon request to individuals with disabilities. Equal Opportunity Employer/Program**

### More Information is Available Online

Additional information about the Minimum Wage Act is available online at: www.state.pa.us, PA Keyword: Minimum Wage. From the Web site you can submit a complaint form, find answers to frequently asked questions and read more about the Minimum Wage Act.
**ABSTRACT OF THE CHILD LABOR ACT HOURS PROVISIONS**

**MUST BE POSTED IN A CONSPICUOUS PLACE WHERE ANY PERSON UNDER AGE 18 IS EMPLOYED**

This summary is for general information, and is not to be considered in the same light as official statements contained in the Act or its regulations.

**Minors under 16 must have a written statement by the minor’s parent or guardian acknowledging the duties and hours of employment and granting permission to work.**

<table>
<thead>
<tr>
<th>HOURS OF EMPLOYMENT—AGES 14 &amp; 15*</th>
<th>WORK TIME</th>
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</thead>
<tbody>
<tr>
<td><strong>During School Term:</strong> Maximum three hours on school days, eight hours on any other day, and 18 hours per school week (Monday—Friday), and only at a time that does not interfere with school attendance. Plus eight additional hours on Saturdays and Sundays. <strong>Exception:</strong> Students 14 and older, whose employment is part of a recognized school work program, may be employed for hours, when combined with school hours, not exceeding eight in a day. <strong>During School Vacations:</strong> Maximum eight hours/day, 40 hours/week.</td>
<td>Employment prohibited after 7 p.m. and before 7 a.m. <strong>Exceptions:</strong> During school vacations, minors may be employed until 9 p.m. Minors at least age 11 may be employed in newspaper delivery from 5 a.m. to 8 p.m., except during school vacation, then until 9 p.m. Members of volunteer fire companies may participate in training and firefighting activities until 10 p.m. with written parental consent.</td>
</tr>
</tbody>
</table>

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<tr>
<th>HOURS OF EMPLOYMENT—AGES 16 &amp; 17* **</th>
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<tbody>
<tr>
<td><strong>During School Term:</strong> Maximum eight hours a day and 28 hours per school week (Monday—Friday). Plus eight additional hours on Saturdays and Sundays. <strong>During School Vacations:</strong> Maximum 48 hours/week; 10 hours/day; a minor may refuse any request to work greater than 44 hours/week.</td>
<td>Employment prohibited before 6 a.m. and after 12 a.m. <strong>Exceptions:</strong> During school vacations, minors may be employed until 1 a.m. Members of volunteer fire companies may continue serving in answer to a fire call until excused by chief.</td>
</tr>
</tbody>
</table>

* Minors employed as sports attendants are not subject to the Act’s hours and work time restrictions.

**EXCEPT:** A) Minors who have graduated from high school or who are exempt from compulsory attendance under the Public School Code are not subject to the Act’s hours of employment or work time restrictions.

B) Special rules apply to young adults, 16 and 17 years of age, employed during a school vacation as a counselor by a summer resident camp operated by a religious or scout organization.

**MAXIMUM EMPLOYMENT: NOT MORE THAN six CONSECUTIVE DAYS (except newspaper delivery).**

**30 MINUTE MEAL PERIOD REQUIRED ON OR BEFORE five CONSECUTIVE HOURS OF WORK.**

For further information on the Child Labor Act, please consult the Department of Labor & Industry’s website at [www.dli.state.pa.us](http://www.dli.state.pa.us) and click on “Labor Law Compliance.”

Address inquiries and complaints to one of the offices of the Bureau of Labor Law Compliance:

<table>
<thead>
<tr>
<th>Altoona District Office</th>
<th>Harrisburg District Office</th>
<th>Philadelphia District Office</th>
</tr>
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<tbody>
<tr>
<td>1130 12th Ave.</td>
<td>1301 Labor &amp; Industry Building</td>
<td>110 North 8th St.</td>
</tr>
<tr>
<td>Suite 200</td>
<td>651 Boas St.</td>
<td>Suite 203</td>
</tr>
<tr>
<td>Altoona, PA 16601</td>
<td>Harrisburg, PA 17121</td>
<td>Philadelphia, PA 19107</td>
</tr>
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<td>814-940-6224 or 877-792-8198</td>
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<tr>
<td>412-565-5300 or 877-504-8354</td>
<td>570-963-4577 or 877-214-3962</td>
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Auxiliary aids and services are available upon request to individuals with disabilities.  
Equal Opportunity Employer/Program
**Hours of Work for Minors Under Eighteen**

**employed at**

(Give name of establishment, department and floor, or otherwise designate workers to whom this schedule applies.)

Show daily time of starting work, time for meal or rest periods, and time of stopping work.

<table>
<thead>
<tr>
<th>NAME OF EMPLOYEE</th>
<th>AGE</th>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
<th>TOTAL SCHOOL HRS. PER WEEK IF UNDER 16</th>
<th>TOTAL HOURS FOR WEEK</th>
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</table>

**NOTE:** Minors between 14 and 16 years of age may not be employed at times that interfere with regular school attendance. Hours spent in school must be included in daily and weekly hours of work.

I hereby certify that the schedules of hours given above are true and correct.

__________  __________  __________
DATE        MANAGER SIGNATURE ADDRESS OF ESTABLISHMENT

This Schedule and the Abstract of the Child Labor Law Must be Posted in a Conspicuous Place in Every Pennsylvania Business Governed by the Child Labor Law. This Schedule Must be Kept up to Date and Correct.

LLC-17 REV 2-07

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