

Welcome  
to the  
**Teamsters**



Unity, Pride, and Strength

# The Union Difference (from the AFL-CIO)

In nearly every occupational category, union members earn more than nonunion workers. By comparing the wages of workers within occupational groups, the union difference is most clear.

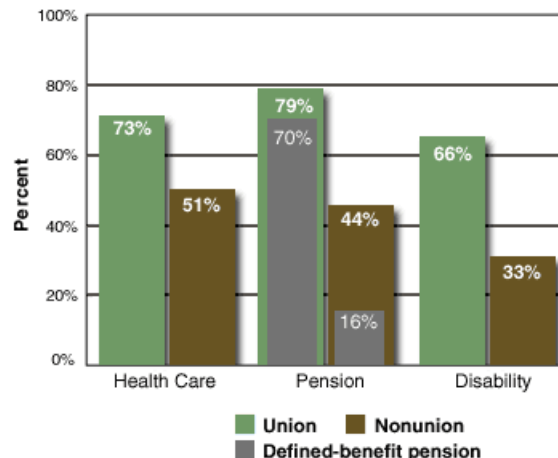
**UNION AND NONUNION EARNINGS BY OCCUPATION, 2002**  
*Full-Time Wage and Salary Workers' Median Weekly Earnings*

OCCUPATION	UNION	NONUNION	DIFFERENCE
Administrative-clerical	\$613	\$490	25%
Exec., administrative, mgr.	\$892	\$889	0.3%
Farm, forestry, fish	\$548	\$357	54%
Handlers, laborers	\$555	\$381	46%
Machine operators	\$616	\$490	26%
Precision, craft, repair	\$821	\$590	39%
Professional	\$889	\$879	1%
Sales	\$572	\$601	-5%
Service, protective	\$820	\$519	58%
Service, other	\$448	\$341	31%
Technicians	\$775	\$682	14%
Transportation, moving	\$728	\$525	39%
Total	\$740	\$587	26%

Source: U.S. Department of Labor, *Employment and Earnings*, January 2003.  
 Prepared by the AFL-CIO.

Union workers are more likely than their nonunion counterparts to receive health care and pension benefits, according to the Bureau of Labor Statistics. In 1999, 73 percent of union workers in private industry participated in medical care benefits, compared with only 51 percent of nonunion workers. Union workers also are more likely to have retirement and short-term disability benefits. As the chart below illustrates, 79 percent of union workers are covered by pension plans versus 44 percent of nonunion workers. Seventy percent of union workers have defined-benefit retirement coverage, compared with 16 percent of nonunion workers. (Defined-benefit plans are federally insured and provide a guaranteed monthly pension amount. They are better for workers than defined-contribution plans, in which the benefit amount depends on how well the underlying investments perform.)

**UNION WORKERS ARE MORE LIKELY TO HAVE HEALTH AND PENSION BENEFITS, 1999**



Note: Defined-benefit pensions are a subset of all pensions. Disability refers to short-term disability benefits.  
 Source: Bureau of Labor Statistics, *Employee Benefits in Private Industry*, 1999. USDL: 01-473. Dec. 19, 2001.  
 Prepared by the AFL-CIO.

# Teamsters' Structure

## **Serving the Members**

The International Brotherhood of Teamsters, with 1.4 million members, is one of the largest labor unions in the world. It is also the most diverse union in the U.S.

Today, it would be hard to identify a Teamster on the streets because we are everywhere. The union represents everyone from A to Z - from airline pilots to zookeepers. One out of every ten union members is a Teamster.

## **Local Unions**

There are 521 Teamsters local unions across North America. The local unions and their members are the heart and backbone of the union.

Unlike other labor unions, the Teamsters Union is structured to promote strong local unions, and strong local leaders. Since the locals negotiate most Teamsters contracts and provide most of the services to the members, they keep most of the dues money. Locals retain their own expert labor lawyers, certified public accountants, full-time business agents, organizers, and clerical staff.

The members of each local elect their own officers, devise their own structure, and vote on their own bylaws, compatible with the International Constitution and Bylaws. While enjoying their independence, the locals benefit from the expertise and assistance of the International Union, and of the various conferences and councils in the union's structure.

## **Joint Councils**

Teamsters Joint Councils are set up in areas with three or more local unions. Joint Councils help coordinate Teamsters activities in those areas. They also help solve problems and decide some jurisdictional and judicial matters.

## **Trade Divisions and Conferences**

Trade divisions and conferences aid Teamsters leaders throughout the country who share common interests and problems. They provide an informational clearinghouse for locals that negotiate in the same industry or bargain with the same employer.

Local representatives discuss common problems and concerns at regular trade division and conference meetings.

## **International Brotherhood of Teamsters**

At the union's headquarters in Washington, D.C., the International Brotherhood of Teamsters supports local unions with:

- Coordination of national contract negotiations, political action, and organizing;
- Training and educational programs for Teamsters officers, Business Agents, stewards and members;
- Advice and assistance from experienced organizers, negotiators, researchers, attorneys, safety and health professionals, auditors, and communications specialists.

The union's General President and General Secretary-Treasurer serve as the executive officers of the union. The General Executive Board consists of 22 Vice Presidents geographically located or at-large. Three trustees, who are elected at Convention, serve as watchdogs over the International's finances. Convention delegates, whom are elected locally, meet once every five years to amend the Constitution and adopt measures lending direction to the union. Between Conventions, the General Executive Board, guided by the Teamster Constitution, is the final governing body.

Elections of officers for International union office are typically held once every five years. The next Teamsters Convention will be held in June 2006 and the national election is scheduled for Fall 2006.

# The International Union

25 Louisiana Ave, NW, Washington, DC 20001 (202) 624-6800

[www.teamster.org](http://www.teamster.org)



**General President** - James P. Hoffa

**General Secretary-Treasurer** - C. Thomas Keegel, Local 544, Minneapolis, MN

## Vice Presidents-At-Large

Richard K. Hall -	President, Local 175, Charleston, WV
Randy Cammack -	Secretary-Treasurer, Local 63, Covina, California
Fred Gregare -	Secretary-Treasurer, Local 75, Green Bay, Wisconsin
Al Mixon -	Secretary-Treasurer, Local 507, Cleveland, Ohio
George Tedeschi -	President, GCC
Fred Simpson -	President BMWED
Frederick Potter -	President, Teamsters Local 469. Hazlet NJ

## Conference Vice Presidents

### Eastern Region

Jack Cipriani -	President, Local 391, Greensboro, NC
John Murphy -	Secretary-Treasurer, Local 122, Boston, MA
Daniel Kane Sr. -	President, Local 111, Rahway, NJ
William Hamilton -	President, Local 107, Philadelphia PA

### Central Region

Pat Flynn -	President, Local 710, Chicago, IL
Brad Slawson Sr. -	Secretary-Treasurer, Local 120, Local 823, Joplin MO
Gordon Sweeton -	Secretary-Treasurer, Local 727
John T. Coli -	

### Southern Region

Tyson Johnson -	Secretary-Treasurer, Local 745, Dallas, TX
Ken Wood -	Local 79, Tampa, FL

### Western Region

Al Hobart -	Local 760, Yakima, WA
Rick Middleton -	Secretary-Treasurer, Local 572, Carson, CA
Rome Aloise -	Secretary-Treasurer, Local 853, San Leandro, CA

### Canada

Robert Bouvier -	Local 1999, Montreal, Quebec
Tom Fraser -	President, Local 419, Mississauga, Ontario
Don McGill -	Secretary-Treasurer, Local 213, Vancouver, British Columbia

# Parcel and Small Package Division

The Parcel and Small Package Trade Division oversees the contract administration for both the National Master Agreement and the Area Regional Agreements for United Parcel Service. In addition, the division also monitors the Area Grievance Panels. This division has a consistent presence at all local grievance panels to ensure proper coordination from the local panels to the National level. All calls, correspondence, and contract issues that arise on a day-to-day basis are directed to the division and handled by our Representatives on staff, with a report back to the Director.

## Ken Hall, Director

Phone (202) 624-8755

Fax (202) 624-6931

# Local 294

890 Third St., Albany, NY 12206  
Phone: (518) 489-5436  
Fax: (518) 453-9251  
Email (UPS B.A.): [fkearney@teamsterslocal294.org](mailto:fkearney@teamsterslocal294.org)  
Web site: [www.teamsterslocal294.org/](http://www.teamsterslocal294.org/)



Local Union No. 294  
Albany

## Officers

President & PEO - John Bulgaro  
Secretary-Treasurer - Kevin Hunter  
Vice-President - Michael Marro  
Recording Secretary - Tom Quackenbush

## Business Agents

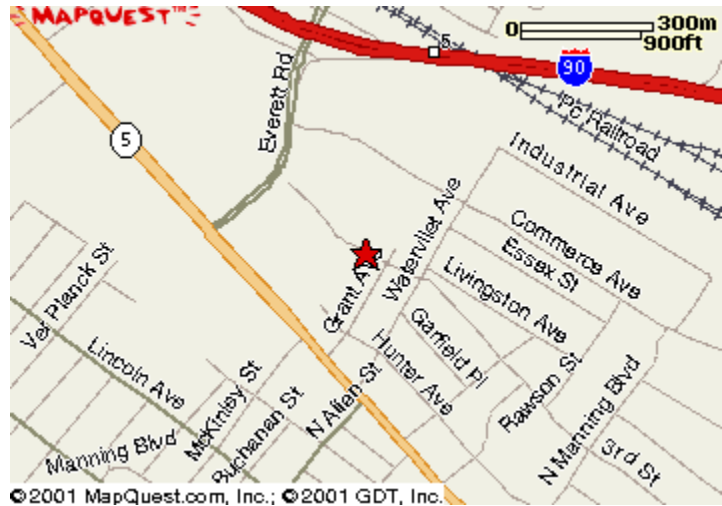
Frank Kearney  
Paul Engel  
Rocco Losavio

## Trustees

Thad Rutherford.  
Paul Sira  
John Kenny

**Organizer** - Paul Engel Jr.

**\*NOTE\*** - Frank Kearney is the Business Agent who handles UPS issues.



# UPS, Latham Shop Stewards

Visit the information web site of your shop stewards at [www.albanystewards.com](http://www.albanystewards.com)

## Chief Elected Shop Steward

Tom Schlutow - Article 22/Night Hub

## Elected Assistant Shop Steward

Steve Schneider- Day Delivery, Schenectady

## Appointed Assistant Stewards

Chuck Greenfield - Day Delivery, Albany  
Thad Rutherford - Feeders  
Harold Wright - Article 22/Preload  
Jim Larose - Article 22/ Night Hub  
Scott Wargo - Feeders  
Mike Marro - Day Delivery Troy

## Part-time Appointed Stewards

John Meyer - Twi Hub  
Stephanie St. Gelais - Clerks

# Teamster Elections

As a member of the Teamsters Union, you have the right to vote for your International Union officers and trustees as well as your local union officers, agents and trustees in regularly scheduled, secret-ballot elections by mail. At the Latham hub of UPS, you also have the right to elect your chief and assistant shop stewards yearly at elections conducted at the Union Hall. The schedule for elections is below:

**IBT** - Elections are conducted every 5 years with the next one scheduled for October of 2011.  
**Local 294** - Elections are conducted every 3 years with the next one scheduled for October of 2012.  
**Stewards** - Elections are conducted every year with the next one scheduled for February of 2011.

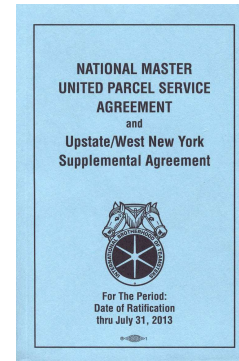
# Your UPS-Teamster Contract

## Your Rights at Work

The UPS-Teamster contract establishes a uniform set of wages, hours and working conditions. Every so often, as stipulated in your contract, labor and management negotiate improvements or changes to this agreement. Obtain one from your shop steward or the Union Hall.

Your Teamster contract covers such rights and benefits as:

- **Wages and Pay Increases**
- **Health coverage**
- **Job security**
- **Promotions**
- **Vacations**
- **Holidays**
- **Retirement benefits**
- **Work rules**
- **Seniority rights**
- **Leave**
- **Grievance Procedures**
- **Hours of Work**
- **Overtime Pay**
- **Equipment, Uniforms and Allowances**



The contract is the law of the workplace. The rights and benefits in the contract are guaranteed. Management cannot legally change them without negotiating with the union.

## Unity Wins Benefits

UPS did not give workers the rights and benefits in the union contract. They were won over years of tough negotiations because of membership unity.

## You Vote on the Contract

You vote to accept or reject whatever has been negotiated. The proposed contract does not go into effect until a majority of the members vote to accept it.

Contracts can cover workers on a national, regional, or local union level. Experience shows agreements covering a period of three years best serve the interests of the members. Some contracts, however, run for longer or shorter terms.

## Know Your Contract

Read your contract. Ask your steward to explain parts that are unclear. If you know your contract, you can take full advantage of the benefits contained in it. You will also know when your employer has failed to live up to the terms of the pact.

You should become familiar with the employer's work rules and attendance policy, as well as the union contract. All three will make you aware of your rights and responsibilities.

# Union Dues



To pay for the services of both the International and Local Unions, a certain amount of money is paid each month by each member. This is called **union dues**. The method of payment used by UPS-Teamsters is called **dues check-off** where union dues are deducted monthly from a member's paycheck by UPS who in turn reimburses the local union. The formula used to calculate a member's monthly union dues is as follows:

- **For those making \$11.00/hr. or more, the formula is 2.5 X hourly wage, rounded to the nearest dollar. For example if your wage is \$23.11/hr. the dues computation would be  $2.5 \times \$23.11 = \$57.78$ , rounded to the nearest dollar = \$58.00 monthly dues.**
- **For those making under \$11.00/hr., the formula is  $2X \text{ hourly wage} + \$2.00$ . An example in this case would be if you made \$9.25/hr., the result would be  $2 \times \$9.25 = \$18.50$ , rounded to the nearest dollar = \$19.00 + \$2.00 = \$21.00 total per month.**

# Teamster Benefits

**In addition to job protection, benefits and wages provided for in Teamster Contracts, the International Union provides for additional services offered at a discounted cost to the membership. Because of the strength and size of our membership, the International is able to negotiate these lower costs for services ranging from legal to medical to financial. We are always on the lookout for ways to save our Teamsters families money and increase their prosperity.**

## **Teamster Privilege:**

A comprehensive package of benefits, services and discounts available only to Teamsters and their families.

- Teamster Privilege Life Insurance
- Teamster Privilege Accident Insurance
- Teamster Privilege Credit Card
- Teamster Privilege Dental and Health Plan
- Teamster Privilege Mortgage and Real Estate
- Teamster Privilege Legal Services
- Teamster Privilege Loan Program
- Teamster Privilege Family Savers Discounts

## **Teamster Scholarships:**

- **James R. Hoffa Scholarship Fund:** Created in 2000, the union awards college scholarships to Teamsters dependents through this fund. It awards seventy-five scholarships annually. Twenty-five of the awards, five per region, total \$10,000 each. These four-year scholarships are disbursed at the rate of \$2,500 per year and are renewable annually. Fifty of the awards, ten per region, are one-time \$1,000 grants.

## **teamster.workingfamilies.com Internet Service:**

Teamsters members are eligible to sign up for internet access through the Union. For rates comparable to or better than the major commercial ISPs, Teamsters members can have access to the web, email, a personal home page and all the other tools a 21st century family needs to navigate the "information superhighway."

## **Teamster Disaster Relief Services:**

Teamsters families can count on their brothers and sisters in times of crisis. In the past, the Union has coordinated relief efforts for Teamsters caught in the middle of earthquakes, floods, hurricanes, wildfires and droughts.

## **Teamster magazine:**

Mailed eight times yearly to all 1.4 million members, The *Teamster* provides the latest information on organizing, contract victories, legislative affairs, health and safety, politics and human-interest stories.

## **Division Newsletters:**

Mailed out quarterly, these publications keep members up to date on union news in their particular industry or craft.

In addition you also receive a wide array of additional benefits provided through your local union. These include additional local discounts, local scholarships and local union publications. These are just a few examples of the ways in which your Teamsters dues pay off.

# Benefit Eligibility for UPS Part-timers

Health benefits for employees at UPS, Latham are administered by the NYS Teamsters Health & Hospital Fund. As a part-time employee at UPS, you are guaranteed by contract at least 3 ½ hours work a day or 17 ½ hours a week. Article 22, Sec. 5d of the National Master Agreement says, “**All part-time employees governed by this Article shall be provided a minimum daily three and one-half (3-1/2) hour guarantee.**” What this means is that if you are FORCED to punch out before 3 ½ hours you are still to be paid for 3 ½ hours. This does **not** apply if you VOLUNTARILY agree to punch out before 3 ½ hours.

If you do punch out before 3 ½ hours on a regular basis, consider this. In order to maintain your benefits you must work at least 210 HOURS during a scheduled 3 month period to be entitled to benefits for the following three months. That means you must average at least 17.5 hours per week (assuming a 12 week period to be on the safe side) to be eligible for benefits. If you don't work 210 hours in the previous benefit period you will not be eligible for benefits in the current period. Benefits will only resume in the following period if 210+ hours are worked in the current period. Excess hours worked in one 3 month period do **not** carry over to the next 3 month period. Refer to the chart below for scheduled benefit periods.

<b><u>210 + hours worked in the 3 month periods below....</u></b>	<b><u>...entitle you to benefits in the immediately following 3 month periods below</u></b>
September, October, November	January, February, March
December, January, February	April, May, June
March, April, May	July, August, September
June, July, August	October, November, December

## Benefit Administration

<b>Benefit</b>	<b>Administrator</b>	<b>Claim Address</b>	<b>Contact</b>
<b>Medical</b>	Excellus Blue Cross/Blue Shield	P.O. Box 22999 Rochester, NY 14692	Phone ( 877) 698-3863 Website <a href="http://www.excellusbcs.com">www.excellusbcs.com</a>
<b>Dental</b>	EBS-RMSCO, Inc.	P.O. Box 4863 Syracuse, NY 13221-4863	Phone (800) 803-5773 Website <a href="http://www.ebsrmsco.com/nytfund/">www.ebsrmsco.com/nytfund/</a>
<b>Prescription Drug</b>	Medco	P.O. Box 14711, Lexington, KY 40512	Phone (800) 939-2108 Website <a href="http://www.medco.com">www.medco.com</a>
<b>Vision</b>	VSP Vision Care	P.O. Box 997105 Sacramento, CA 95899-7105	Phone (800) 877-7195 Website <a href="http://www.vsp.com">www.vsp.com</a>
<b>Legal</b>	Faraci & Lange, LLP	400 Crossroads Building Two State Street Rochester, NY 14614	Phone (888) 697-8527 Fax (716) 325-3285 Website <a href="http://www.faraci.com">www.faraci.com</a>
<b>Pension</b>	NYS Teamsters Conference Pension and Retirement Fund	P.O. Box 4928 Syracuse, NY 13221-4928	Phone (315) 455-9790 Fax (315) 234-1046 Email <a href="mailto:benefits@nytfund.org">benefits@nytfund.org</a> Website <a href="http://www.nytfund.org">www.nytfund.org</a>
<b>Death</b>	NYS Teamsters Council Health & Hospital Fund	P.O. Box 4928 Syracuse, NY 13221-4928	Phone (315) 455-9790 Fax (315) 234-1046 Email <a href="mailto:benefits@nytfund.org">benefits@nytfund.org</a> Website <a href="http://www.nytfund.org">www.nytfund.org</a>
<b>Disability</b>	Hartford Insurance Co.	P.O. Box 2999 Hartford, CT 06104-2999	Phone (866) 719-7946 Website <a href="http://www.thehartfordatwork.com">www.thehartfordatwork.com</a>

**\*NOTE\*** - Claim forms can be obtained from [www.albanystewards.com](http://www.albanystewards.com) or your shop steward.

# Pension Eligibility

Pension benefits for employees at UPS, Latham are administered by the NYS Teamsters Conference Pension and Retirement Fund which is considered to be one of the best managed union pension funds in the nation. All Teamsters at UPS, including part-timers, are eligible to participate in the plan.

You become a participant on the first day of any 12 month period in which 500 hours or more of contributions are made on your behalf. Once you become a participant, you need to earn future service credit (credited service for the time you work for a contributing employer) to qualify for a pension. You earn one-tenth (1/10) of a year of Future Service Credit for each 100 hours of contributions paid by UPS up to a maximum of one full year (10/10) or 1000 hours. You are considered vested (meaning able to collect pension benefits with the amount dependent upon your age at retirement and years of contributions) after 5 years of Future Service credit.

A cornerstone of the Pension Plan is the Thirty Year Pension which allows for retirement at any age after 30 Years of Credited Service. Currently, retirees who have retired after 30 years are receiving a pension of over \$5000.00 a month.

## Days Off Summary

### Vacation Days

Over 130 days and less than 2 years -	1 week paid vacation
2 years and over and less than 10 years -	2 weeks paid vacation
10 years and over and less than 15 years -	3 weeks paid vacation
15 years and over and less than 20 years -	4 weeks paid vacation
20 years and over and less than 25 years -	5 weeks paid vacation
25 years and over -	6 weeks paid vacation

(Article 60, Sec. 1A)

### Holidays

All seniority employees covered by this Agreement who have more than nine (9) months Seniority who do not work on any of the following holidays:

**DECEMBER 31 ST, NEW YEARS DAY, DECORATION (MEMORIAL) DAY, INDEPENDENCE DAY, LABOR DAY, THANKSGIVING DAY, DAY AFTER THANKSGIVING AND CHRISTMAS DAY**

shall receive a full day's pay. (Article 61, Sec. 1)

### Roving Holidays

Part-time employees will be eligible for roving holidays on their first anniversary of seniority. If his/her seniority date is in the first four (4) months of the calendar year, he/she shall be entitled to four (4) roving holidays in that calendar year; if his/her seniority date is in the second four (4) months of the calendar year, he/she shall be entitled to three (3) roving holidays in that calendar year; if his/her seniority date is in the last four (4) months of the calendar year, he/she shall be entitled to two (2) roving holidays in that calendar year. (Article 61, Sec. 2-3)

### Sick Days

Part-time employees will be eligible for sick days eighteen (18) months from their seniority date. (Article 70, Sec. 2)

# Your Rights and Responsibilities

As a Teamster at UPS you have the responsibility under Article 37 of the contract of providing “**a fair day’s work for a fair day’s pay**” and to perform your duties “**in a manner that best represents the Employer’s interest**”. In addition, you have the right under this article that the “**Employer shall not in any way intimidate, harass, coerce or overly supervise any employee in the performance of his or her duties**”. You are also entitled to be treated with “**dignity and respect at all times, which shall include, but not be limited to, giving due consideration to the age and physical condition of the employee.**” This works both ways as “**Employees will also treat each other as well as the Employer with dignity and respect.**”

## Grievance Procedure

Everyone wants to have smooth working relationships on the job. But problems can occur in the workplace. The UPS-Teamsters contract includes a procedure to protect you from being treated unfairly or fired without good reason. A complaint that the contract has been violated is called a **grievance**. If you think management may have violated your rights follow these steps:

- Do **NOT** leave your work area or refuse to work as directed based on a contract violation unless you reasonably fear your safety is in imminent danger.
- At break or after your shift consult with your shop steward as to whether you have a legitimate complaint and what the best course of action is. Sometimes a discussion with management can resolve the issue without invoking the grievance procedure.
- If a written grievance is warranted obtain the 3-part grievance form from your steward. Fill it out citing the relevant contract language being violated. Obtain signatures of any witnesses to the violation to strengthen your case. Give the grievance to your steward to initiate the process.

## Discharge & Suspension

The Upstate/West NY Supplement of the contract provides that the company “shall not discharge nor suspend any employee without just cause, but in respect to discharge or suspension shall give at least one (1) warning notice of the complaint against such employee...”. A warning letter remains in effect for 9 months from the date of the notice. Certain infractions by employees need no warning letter to occur before discharge. They are referred to as **cardinal sins** and include:

- **Dishonesty**
- **Being under the influence of alcoholic beverages**
- **Taking of or being under the influence of non-prescribed drugs or illegal substances during working hours or on Company business or property**
- **Possession of or selling of non-prescribed drugs or illegal substances in Company equipment or on Company premises, or on Company time**
- **Unprovoked physical abuse or bodily harm to a Supervisor or other employee**
- **Negligence resulting in a serious accident while on duty**
- **The carrying of unauthorized passengers**
- **Failure to report an accident**
- **Punching a time card other than an employee's own for the purpose of stealing time.**

# Work of Supervisors

The UPS National Master Agreement and Upstate/West NY supplement both contain language that deals with the issue of supervisors working.

## Article 3, Section 7 – Supervisors Working (NMA)

**a) The Employer agrees that the function of supervisors is the supervision of employees and not the performance of the work of the employees they supervise. Accordingly the Employer agrees that supervisors or other employees of the Employer who are not members of the bargaining unit shall not perform any bargaining unit work, except to train employees or demonstrate safety, or as otherwise provided in the applicable supplement, rider or addendum. The employer shall make every reasonable effort to maintain a sufficient workforce to staff its operations with bargaining unit employees. The Employer also agrees that supervisors or other employees of the Employer who are not members of the bargaining unit shall not perform bargaining unit work in preparing the work areas before the start of the Employer's hub, preload or reload operation, nor shall the Employer send any bargaining unit employee home and then have such employee's work performed by a supervisor or other employees of the employer who is not a member of the bargaining unit.**

**b) When additional employees are necessary to complete the Employer's operations on any shift or within any classification, the supervisor shall exhaust all established local practices to first use bargaining unit employees including applicable, double shifting, early call-in and overtime.**

## Article 56 – Work of Supervisors (Supplement)

**The work of Supervisors will not include assignment to work normally performed by employees in the bargaining unit, except for the purpose of training and demonstration. Supervisors will not perform employees work until after all reasonable efforts have been exhausted to have the work covered. Reasonable effort shall include calling the Local Union.**

# Other Rights On The Job

Employees of UPS, as well as employees throughout the United States, are afforded certain rights and protections in the workplace by the federal or New York State governments. Some of these include:

**Weingarten Rights** - If you are called into a meeting with any management representative and have reason to believe that disciplinary action may result, you have the right to be represented by a steward or other representative and may invoke your Weingarten Rights:

**"IF THIS DISCUSSION COULD IN ANY WAY LEAD TO MY BEING DISCIPLINED OR TERMINATED, OR AFFECT MY PERSONAL WORKING CONDITIONS, I RESPECTFULLY REQUEST THAT MY UNION REPRESENTATIVE OR STEWARD BE PRESENT AT THIS MEETING. WITHOUT REPRESENTATION, I CHOOSE NOT TO ANSWER ANY QUESTIONS."**

**FMLA (Family Medical Leave Act)** - A covered employer must grant an eligible employee up to a total of 12 workweeks of unpaid leave during any 12-month period for one or more of the following reasons:

- **for the birth and care of the newborn child of the employee;**
- **for placement with the employee of a son or daughter for adoption or foster care;**
- **to care for an immediate family member (spouse, child, or parent) with a serious health condition; or**
- **to take medical leave when the employee is unable to work because of a serious health condition.**

Spouses employed by the same employer are jointly entitled to a combined total of 12 workweeks of family leave for the birth and care of the newborn child, for placement of a child for adoption or foster care, and to care for a parent who has a serious health condition.

Leave for birth and care, or placement for adoption or foster care must conclude within 12 months of the birth or placement.

- **Under some circumstances, employees may take FMLA leave intermittently — which means taking leave in blocks of time, or by reducing their normal weekly or daily work schedule.**
- **If FMLA leave is for birth and care or placement for adoption or foster care, use of intermittent leave is subject to the employer's approval.**
- **FMLA leave may be taken intermittently whenever medically necessary to care for a seriously ill family member, or because the employee is seriously ill and unable to work.**

Also, subject to certain conditions, employees or employers may choose to use accrued paid leave (such as sick or vacation leave) to cover some or all of the FMLA leave.

**OSHA (Occupational Safety & Health Administration) Rights** - You have the right to a safe workplace. OSHA requires employers to provide a workplace that is free of serious recognized hazards and in compliance with OSHA standards.

**Non-Discrimination** - Various federal and state laws protect employees from employment-related discriminatory practices on the basis of race, color, religion, sex, national origin, disability, or age including:

**hiring and firing;**  
**compensation, assignment, or classification of employees;**  
**transfer, promotion, layoff, or recall;**  
**job advertisements;**  
**recruitment;**  
**testing;**  
**use of company facilities;**  
**training and apprenticeship programs;**  
**fringe benefits;**  
**pay, retirement plans, and disability leave**