

Guidelines for Employers: Requirements to Notify Employees About Time Off and Work Hours

Section 195.5 of the New York State Labor Law effective December 12, 1981 provides as follows:

“Every employer shall notify his employees in writing or by publicly posting the employer’s policy on sick leave, vacation, personal leave, holidays and hours.”

To assist employers in complying with this provision, the Division of Labor Standards has issued the following guidelines:

1. An employer shall distribute in writing to each employee, the employer’s policy on the above-enumerated items. The employer upon the request of the Department must be able to affirmatively demonstrate that such written notification was provided to employees by means, which may include, but not be limited to, distribution through company newspapers or newsletters or by inclusion in a company payroll.

Or

An employer shall post and keep posted in each establishment in a conspicuous place where notices to employees are customarily posted, a notice that states where on the employer’s premises they may see such information in writing. Such information may be contained in a union contract, employee handbook, personnel manual, or in other written form. Deviations for an employee from such stated policy must be given to said employee in writing.

2. As used in the provision above, “hours” means the hours which constitute a standard workday and workweek for the establishment, and any other regular schedule, such as for part-time employees. Deviations should be given to the affected employee in writing.

For more information, call or write the nearest office of the Division of Labor Standards,
of the New York State Department of Labor, listed below:

Albany District

1220 Washington Ave.
Bldg. 12 Room 185A
Albany, NY 12226
(518) 457-2730

Buffalo District

295 Main Street
Suite 914
Buffalo, NY 14203
(716) 847-7141

New York City District

55 Hanson Place
11th Floor
Brooklyn, NY 11217
(212) 775-3880

Syracuse District

333 East Washington Street
Room 121
Syracuse, NY 13202
(315) 428-4057

Bronx District

55 Hanson Place
11th Floor
Brooklyn, NY 11217
(212) 775-3597

Garden City District

400 Oak Street
Suite 102
Garden City, NY 11530
(516) 794-8195

Rochester District

276 Waring Road
Room 104
Rochester, NY 14609
(585) 258-4550

White Plains District

120 Bloomingdale Road
White Plains, NY 10605
(914) 997-9521