

Subject: PFML 2024 Workplace Poster & Notices are now available



Good Afternoon:

All Massachusetts employers (including employers with private or self-insured benefits plans) are required to distribute certain information to their covered individuals under the Paid Family and Medical Leave (PFML) law. Employers must distribute notices and display a workplace poster that explains PFML.

We have updated the notices and posters so that they reflect the 2024 maximum benefit amount and contribution rates. [Click here](#) to download what you need.

For updated notices: Employers must provide any new covered individual with a notice about PFML contribution rates within 30 days of hire. Each covered individual should return a signed form or the employer needs to be able to demonstrate their effort to provide the information to them. For current covered individuals who have previously signed a form, employers must provide information on the new contribution rate 30 days in advance of the rate change.

The notice may be provided electronically and does not require an updated signature.

For updated posters: You must display the poster at your workplace(s) in a location where it can be easily read. If your workforce is working remotely, you should follow your company policy regarding the display of employment posters.

If 5 or more individuals in your workforce have a primary language other than English, and the Department of Family and Medical Leave (DFML) has provided translations for that language, you must display those versions as well. The employer is responsible for providing translation with regard to any language not provided by DFML.

Translated posters are available from DFML for the following languages:

- Arabic
- Chinese
- French
- Haitian Creole
- Italian
- Khmer
- Korean
- Lao
- Portuguese
- Russian
- Spanish
- Vietnamese

Important Reminder: Employer Notification Requirements and Enforcement:

If it is reported to DFML that an employer has not properly notified their workforce about the PFML program, DFML investigates the alleged claims of noncompliance and employers are subject to fines and penalties in the event they are found to be out of compliance with the program requirements. Fines of up to \$300 per covered individual can be assessed if the employer does not meet the requirements.

Learn more about [informing your workforce](#).

Get to know Paid Family and Medical Leave

[Department of Family & Medical Leave](#)

PO Box 838 Lawrence, MA 01842
(833) 344-7365 from 8am–5pm ET