

Mandatory Notification: Employee Rights and Leave Notices

Date:  Date

To: Newly Hired and Rehired Staff/Academic/Student Employee (**Enter employee's name**)

From: Central Human Resources Policy

Subject: Required Acknowledgement of Mandatory Poster Notices and Employee Rights

Welcome to the University of California, Riverside. As part of your onboarding or rehire process, UCR is required to provide you with specific information regarding your rights and protections under state and federal law, as well as University policy.

Please review the following three categories of mandatory notices carefully. University collective bargaining agreements, academic personnel manual and staff policies, including [PPSM-2.210 \(Absence from Work\)](#), outlines the framework for these leaves and protections. To view all mandated state and federal employment law, and UC notices at any time, you can visit the [UCR Human Resources website page on Mandatory Workplace Posters](#).

1. Family Care and Medical Leave and Pregnancy Disability Leave (FML/PDL) and Your Rights and Obligations As A Pregnant Employee

This notice provides information on your eligibility for leave related to your own serious health condition, the birth or adoption of a child, or to care for a family member with a serious health condition. It also outlines specific protections for employees disabled by pregnancy, childbirth, or related medical conditions.

While these notices are in your onboarding packet, you may access full notices here:

- English: Family Care & Medical Leave & Pregnancy Disability Leave
https://calcivilrights.ca.gov/wp-content/uploads/sites/32/2023/01/CFRA-and-Pregnancy-Leave_ENG.pdf
- Spanish: Cuidado Familiar Y Licencia Medica Y Licencia Por Discapacidad En El Embarazo
https://calcivilrights.ca.gov/wp-content/uploads/sites/32/2022/09/CFRA-and-Pregnancy-Leave_SP.pdf

- English: Your Rights and Obligations As A Pregnant Employee (January 2025)
https://calcivilrights.ca.gov/wp-content/uploads/sites/32/2023/01/Your-Rights-and-Obligations-as-a-Pregnant-Employee_ENG.pdf
- Spanish: Sus Derechos Y Obligaciones Como Empleada Embarazada (February 2023)
https://calcivilrights.ca.gov/wp-content/uploads/sites/32/2023/02/Your-Rights-and-Obligations-as-a-Pregnant-Employee_SP.pdf

2. 'Know Your Rights' Notice

This document summarizes your rights regarding workplace discrimination and harassment, equal employment opportunity, and the procedures for reporting concerns. California Labor Code § 1553 protects all workers, regardless of immigration status, by requiring employers to give 72-hour notice before immigration inspections, banning retaliatory threats or misuse of E-Verify, and guaranteeing rights to unionize, claim workers' compensation, and set emergency contacts for workplace arrests.

Additionally, constitutional protections allow workers to remain silent, refuse searches without a judge's warrant, walk away if not detained, and safely record law enforcement. Victims of workplace violations can report issues through University of California HR, state labor agencies like the California Labor Commissioner, or non-profit legal organizations.

While these notices are in your onboarding packet, you may access full notices here:

- English: Know Your Rights California
<https://www.dir.ca.gov/dlse/Know-Your-Rights-Notice/Know-Your-Rights-Notice-English.pdf>
- Spanish: Know Your Rights California
<https://www.dir.ca.gov/dlse/Know-Your-Rights-Notice/Know-Your-Rights-Notice-Spanish.pdf>
- UC Know Your Rights (English):
<https://ucnet.universityofcalifornia.edu/wp-content/uploads/2026/01/UC-Know-Your-Rights-Notice.pdf>

3. 'Survivors Right to Time Off' Notice

In accordance with California law and UCR local procedures, employees who are victims of qualifying acts of violence (including domestic violence, sexual assault, or

stalking) or who have family members who are victims, are entitled to protected leave and reasonable accommodations.

While these notices are in your onboarding packet, you may access the full notices here:

- English: California (May 2025)
https://calcivilrights.ca.gov/wp-content/uploads/sites/32/2025/07/Survivors-Right-to-Time-Off_English-B.pdf
- Spanish: California (Mayo 2025)
https://calcivilrights.ca.gov/wp-content/uploads/sites/32/2025/07/Survivors-Right-to-Time-Off_Spanish-B.pdf
- UC Survivors of Violence and Family Members of Victims Right to Leave and Accommodations Notices (January 2026)
<https://ucnet.universityofcalifornia.edu/wp-content/uploads/2026/01/UC-Survivors-Right-to-Time-Off-Notice.pdf>

Acknowledgment Action Required

To comply with regulatory requirements, you must explicitly acknowledge receipt of these documents. Please follow the steps below to provide your acknowledgment:

1. **Review:** Open and read each of the mandatory notices included in your onboarding packet.
2. **Submit Acknowledgment:** Complete the digital signature sections via your DocuSign onboarding packet where required.

DocuSign Signature _____

Your Docusign packet will not submit without your initials/signature and if not done timely can delay or prevent your start or rehire date.

If you have any questions regarding these rights or UCR's leave policies, please contact your department HR, department HR Leave Coordinator or central HR's policy unit at hrpolicy@ucr.edu.

Thank you.