

# PREDICTIVE SCHEDULING

- ▶ **Your employer must give you a work schedule in writing at least 14 calendar days in advance.** It must be posted and easily visible and include all work shifts/on-call shifts. You may decline shifts that are not included in the written work schedule.
- ▶ **You have the right to rest between shifts.** Unless you request or agree to it, you can't be scheduled to work during the first 10 hours after the previous calendar day's work or on-call shift OR the first 10 hours following the end of work that spanned two calendar days. **If you are scheduled for a back to back shift within 10 hours, your employer must pay you time-and-a-half your regular pay rate.**
- ▶ **Your employer must pay you additional compensation if they change your schedule less than 14 days ahead the start of the schedule.** If you request to work additional shifts or make changes, this extra pay is not required. Other exceptions include changes of less than 30 minutes, disciplinary suspensions, staff shortages, if you agree to be on the voluntary standby list, and a few others. Learn more at [oregon.gov/boli](http://oregon.gov/boli).
  - » **You must get an extra hour of pay at your regular rate plus wages earned if your employer** adds more than 30 minutes of work to your shift, changes the date, start time, or end time of your shift with no loss of hours, or schedules you for an extra work or on-call shift
  - » **You must get one-half of your regular rate of pay, per hour, for each scheduled hour that you do not work if your employer** subtracts hours from your shift before or after you report for duty, changes the date or start time/end time of your shift resulting in a loss of hours, cancels your shift, or does not ask you to work when you are scheduled for an on-call shift
- ▶ **You have the right to provide input into your schedule.** You may identify limitations or changes in your availability. You may request not to be scheduled for work shifts during certain times or at certain locations. Your employer is not required to grant your requests, but they may not retaliate against you for making them.
- ▶ **When you're hired:** Your employer must give you a written estimate of your work schedule that includes the average number of hours you can expect to work and if/how you will be expected to work on-call shifts.
- ▶ **Voluntary standby list:** Your employer must give you information about their voluntary standby list, which is an opt-in list they can keep of people willing to work additional hours due to unanticipated customer needs or unexpected absences.

*Retail, hospitality, and food services employers must follow predictive work schedule rules if they employ at least 500 workers worldwide. This law applies to workers whose work is related to retail, hospitality, and food service. Temporary or leased workers and exempt salaried workers are not covered by this law.*

## CONTACT US

If your employer isn't following the law or something feels wrong, give us a call. The Bureau of Labor and Industries is here to enforce these laws and protect you.

Call: 971-673-0761

Email: [help@boli.state.or.us](mailto:help@boli.state.or.us)

Web: [oregon.gov/boli](http://oregon.gov/boli)

Se habla español.

