

Wage & Hour Log Book



Attorney General Karl A. Racine

Office of the Attorney General
for the District of Columbia

Name: _____

Use this log book to write down:

- Where you work each day;
- Information about your employer;
- The hours you work each day;
- How much you are paid for each hour that you work; and
- How much paid leave you are given.

You should keep this book for

at least THREE YEARS

Workers in the District of Columbia have the right to:

Minimum Wage:

After 7/1/18 at least **\$13.25** per hour;

After 7/1/19 at least **\$14.00** per hour;

After 7/1/20 at least **\$15.00** per hour;

After 7/1/21 at least **\$15.20** per hour.

Overtime pay: 1 ½ times the regular hourly pay, when working more than 40 hours per week.

Living Wage: If your employer is a contractor for the District, you may be entitled to a higher minimum wage rate called the “living wage.” In 2021, the living wage rate is **\$15.20 per hour**.

Pay for all time worked: Working time includes any time when you are on duty, including travel time between work sites.

Sick leave: Workers are entitled to earn a certain amount of paid sick leave depending on the size of their employer, according to the chart below:

Total company employees	1-24	25-99	100 or more
Hours work per hour of leave	87	43	37
Max. sick days per year	3	5	7

Below are a few resources for workers in D.C.:

Department of Employment Services

Office of Wage-Hour

Investigates employee claims for minimum wage, unpaid overtime, accrued sick and safe leave, and living wage matters.

Phone: (202) 671-1880

File a claim online at does.dc.gov

Washington Lawyers' Committee for Civil Rights and Urban Affairs, Workers' Rights Clinic

Free walk-in consultations for workers in all areas of employment law.

Website: www.washlaw.org

Phone: (202) 319-1000

D.C. Jobs With Justice

A coalition dedicated to protecting the rights of working people and supporting community struggles to build a more just society.

Website: www.dcjwj.org

Email: info@dcjwj.org

Phone: (202) 930-3184

Many Languages, One Voice

An advocacy organization for immigrant communities.

Bilingual Spanish/English Community Organizers

Website: www.mlovdc.org

Ana Rondo: ana@mlovdc.org

Bruno Avila: bruno@mlovdc.org

Work Schedule

Week of _____

Day	Location and Description of Work	Rate Paid	Hours Worked
Sunday			
Monday			
Tuesday			
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Saturday			
Company/Employer:		Total:	

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Attorney General Karl A. Racine

Office of the Attorney General
for the District of Columbia

441 4th Street, NW, Washington, DC 20001

Phone: (202) 727-3400

Fax: (202) 347-8922

TTY: (202) 727-3400

Email: dc.oag@dc.gov

www.oag.dc.gov

STAY CONNECTED

