

# Letter of Rights of Working Women

## Private sector

Women workers in the private sector enjoy all the rights set forth in the Constitution of Puerto Rico and in the laws and regulations that are applicable to them, specifically will have the right to:

1. not be discriminated against by your employer, by employment agencies or by labor organizations on the basis of your sex;
2. be considered and employed on the basis of their individual capabilities without employers taking stereotypical assumptions or characterizations of their sex into consideration;
3. not be denied job placement due to choices of coworkers, employer, or clients;
4. not to be discriminated against on the basis of sex, or to be asked about your salary record when it is determined to a job;
5. receive payment of an allowance if you are unfairly dismissed;
6. When you are pregnant, take maternity leave four (4) weeks before delivery and four (4) weeks after it; When you present a medical certification to your employer, you may choose to take up to (1) week of prenatal rest and seven (7) weeks of postnatal rest;
7. when adopting a preschool minor, it is understood, a minor of five (5) years or less who is not enrolled in a school institution, be entitled to the same benefits of maternity leave as the employee who gives birth;
8. when you adopt a child under six (6) years of age and older, you will be entitled to full paid maternity leave for the fifteen (15) day term;
9. receive your entire salary and have your employer reserve your job when you take maternity leave;
10. not be fired, suspended, discriminated against or have your salary reduced due to your decrease in production because you are in state of pregnancy;
11. have access in your workshop in a private area, safe, hygienic, with ventilation and electrical energy to breastfeed your baby or express breast milk, and said area may not coincide with the area intended for health services;
12. enjoy a period of breastfeeding or expressing breast milk of one (1) hour per full-time work day, on which may be distributed in two (2) thirty (30) minute periods or three (3) twenty (20) minute periods;
13. enjoy a thirty (30) minute period of breastfeeding or expressing breast milk for every four (4) hour period consecutive work, in case you work a part-time day that exceeds four (4) hours;
14. Expander of the periods of lactation or breast milk extraction up to twelve (12) months counted from the return to their job functions;
15. not receiving sexual approaches as a condition of being recruited or retaining their job;
16. not to tolerate verbal, physical or electronic conduct by means of the quality, in an explicit or implicit way, they carry out unwanted sexual approaches;
17. that the employer keep the workplace free from sexual harassment, including hostile, offensive or intimidating behavior;
18. that the employer establish an adequate and effective internal procedure to deal with complaints of sexual harassment;
19. be protected from domestic violence in your place of employment;
20. make use of a special leave without pay of up to fifteen (15) working days per year to attend situations of violence domestic or gender, child abuse, sexual harassment in employment, sexual assault, lewd acts or stalking in its serious form;
21. do not retaliate against you for complaining, testifying, or participating in an investigation, proceeding, or trial for discriminatory employment practices.

This Bill of Rights is a non-exhaustive general compilation of the rights that are recognized for working women from the private sector of Puerto Rico and is intended to guide. The rights listed are subject to the applicability and exceptions of the corresponding labor statute, so we recommend consulting the full texts of the laws listed here which are available on the web pages: [www.mujer.pr.gov](http://www.mujer.pr.gov) and [www.trabajo.pr.gov](http://www.trabajo.pr.gov). Also, they can communicate to the 24/7 orientation line of the Office of the Women's Ombudsman through (787)722-2977 or with the Department of Labor and Human Resources through the Anti-Discrimination Unit with (787) 625- 3137 ext. 3231 and / or Bureau of Labor Standards at (787) 754-2100.

#### WOMEN'S ATTORNEY'S OFFICE

Tel. (787) 722-2977  
[www.mujer.pr.gov](http://www.mujer.pr.gov)

#### DEPARTMENT OF LABOR AND HUMAN RESOURCES

**ANTI-DISCRIMINATION UNIT**  
Tel. (787) 625-3137 ext. 3259  
TDD: (787) 756-5787

**NEGOTIATED LABOR STANDARDS**  
Tel. (787) 754-2100

