



NOTICE TO CURE GUIDE



A Notice to Cure should outline the provisions of the Fair Work Week Ordinance (FWWO) that the Employee alleges the Employer has violated. The Employee must outline the facts to support these allegations and may provide proof or documentation as additional support. The Employer has 15 calendar days from receipt of this Notice to Cure to take action to cure the alleged violations. If the Employer fails to cure a violation or is not in the process of curing the violation by the end of the cure period, Employees may file a complaint with the Office of Wage Standards (OWS).

If you are an Employee of a covered Employer (retail businesses with over 300 global employees), the following is a summary of your rights under the FWWO:

- A Good Faith Estimate of your Work Schedule
- Fourteen (14) days' advance notice of your Work Schedule
- Protections from certain schedule changes after the advance notice period
- Opportunities for additional work hours
- Rest between Shifts
- Requests for certain schedule preferences
- Protections for missing work Shifts
- Protection from retaliation

For a description of each of the rights listed above, please refer to the FWWO poster in the workplace. For complete requirements of the FWWO, please refer to LAMC Ch. XVIII Art. 5 Sec. 185 and Art. 8 Sec. 188.

When the Employee is ready to submit a Notice to Cure to the Employer, please make sure to follow the steps below:

1. **Complete a Notice to Cure** that outlines the provisions alleged to have been violated and the facts to support the allegations. For your convenience, a Sample [Notice to Cure](#) has been provided on the [WagesLA](#) website.
2. **Collect proof.** We encourage you to gather any evidence that supports the alleged violations (e.g. any communications between the Employee and the Employer). This information may be useful later if you file a complaint.
3. **Provide the Notice to Cure to the Employer in writing** – either by a hard copy document or an electronic communication such as an email. If providing a physical document, remember to keep a copy of the Notice for your records.
4. **Take note of the date that you submit the Notice to Cure.** If you are sending an email, text, or other electronic communication, keep track of the date and time that you send it. If you are using the template provided by the OWS, make sure that the date you write down is the date that you provide the Notice to the Employer.
5. **Wait 15 calendar days before filing a complaint.** The Employer has 15 days to take action to cure the alleged violations. After the 15-day period has lapsed, if the Employer has not taken any action to cure, the Employee may file a complaint with the OWS or file a civil action alleging a violation of the FWWO.
 - a. Example: If the Notice to Cure was given to the Employer on January 1, the cure period ends on January 15. A complaint may be filed on January 16.

If there are questions about the Notice to Cure or the Fair Work Week Ordinance, please contact the Office of Wage Standards at 1-844-WAGESLA (924-3752) or email wagesla@lacity.org or visit <https://wagesla.lacity.gov/> for more information.