



Citywide Hotel Worker Minimum Wage Ordinance Notice to Cure Template



The following is a sample Notice to Cure that may be provided to a Hotel Employer. To use this form, please fill out both pages and submit to the Hotel Employer. Remember to keep a copy of the Notice. The Hotel Employer has 30 calendar days from the receipt of this Notice to take action to cure the alleged violations. If the Hotel Employer fails to cure a violation or is not in the process of curing the violation by the end of the cure period, Hotel Workers may submit a complaint to the Office of Wage Standards or file a private civil action.

I, (Worker name), a Hotel Worker of the Hotel Employer, (Hotel Name), allege that the Hotel Employer has violated the following provisions of the Citywide Hotel Worker Minimum Wage Ordinance (CHMWO). Attached to this Notice is a Statement of Facts to support my allegations. This Notice was provided to the Hotel Employer on (Date).

(Check all that apply)

- Minimum Wage – The Hotel Employer did not pay the hourly minimum wage rate set forth in LAMC Section 186.02(A).
- Compensated Time Off: The Hotel Employer did not provide 96 hours of compensated time off, and/or the Hotel Employer did not provide the applicable cash payment for accrued compensated time off over the 192-hour maximum cap, as set forth in LAMC Section 186.02(B)(1).
- Uncompensated Time Off: The Hotel Employer did not provide 80 hours of uncompensated time off for personal or family illness as set forth in LAMC Section 186.02(B)(2).
- Service Charges: The Hotel Employer withheld full payment of applicable Service Charges owed to the Hotel Worker as required by LAMC Section 186.03.
- Posting: The Hotel Employer failed to post OWS’s CHMWO notice informing Hotel Workers of the wage rates, health benefits, time off benefits and other rights they are entitled to under the CHMWO (LAMC Section 188.03.A).
- Retaliation: The Hotel Employer took adverse action against a Hotel Worker in retaliation for exercising their rights under the CHMWO, such as the right to file a complaint (LAMC Section 186.06).
- Health Benefit effective July 1, 2026: The Hotel Employer did not provide health benefits or the applicable hourly health benefit payment set forth in LAMC Section 186.04.
- Other:

This is a summary of certain provisions of the Citywide Hotel Worker Minimum Wage Ordinance. For complete requirements of the CHMWO, please refer to LAMC Ch. XVIII Art. 6 Sec. 186 and Art. 8 Sec. 188 or visit <https://wagesla.lacity.gov/hotel-worker-ordinances> for more information.

Statement of Facts

Please answer the following questions and submit this form along with the Notice to Cure to the Hotel Employer. These are the facts which will support the Hotel Employer's alleged violations of the CHMWO.

Who manages or supervises your work?

What is your job title and what are your job duties?

Describe what your Hotel Employer did that violated the provisions of the Citywide Hotel Worker Minimum Wage Ordinance.

What date(s) did the incident(s) occur?

Where did the incident(s) occur? If you work at multiple locations for the Hotel Employer, please list all the locations at which the violations occurred.

I hereby declare that the above made statements are true and correct to the best of my knowledge and belief.

Print Name:

Signature:

Date: