



● MID-YEAR EDITION - CHECKLIST

Catch up with compliance: Update your employee handbook with 2025 developments

As HR professionals, staying current with evolving employment laws - and making necessary updates to the employee handbook - are essential to protecting your organization and supporting your workforce. But with more than 25 legal developments nationwide impacting handbook policies in the first half of 2025, it can be time-consuming and challenging to identify and make the necessary updates.

To make updating your handbook easier, we've created this checklist of key legal developments that resulted in updates to handbook policies in the first half of 2025 (January 1 – June 30, 2025). Each entry includes links to the corresponding handbook policy template(s).

To get started, identify the jurisdictions below where your organization has operations or remote employees. Next, review the "When to Include" section of the listed handbook templates to determine if the underlying law applies to your workplace and then update the policies in your handbook(s).

Our comprehensive year-end edition of this checklist—covering a full year of legal developments—will be released in January 2026.



Customizable checklist

California

- ❑ **Discrimination, harassment and retaliation prevention:** prohibits [discrimination and harassment](#) based on any combination of two or more protected characteristics (1/1/25); amends [definition of race](#) to apply to traits associated with race (1/1/25)
 - ❑ [Harassment and Retaliation Prevention Handbook Statement \[1-4 Employees\]: California](#)
 - ❑ [Discrimination, Harassment and Retaliation Prevention Handbook Statement \[5+ Employees\]: California](#)
- ❑ **Family leave insurance:** increases the state paid family leave [benefit amount](#) (1/1/25)
 - ❑ [Family Leave Insurance Handbook Statement: California](#)
- ❑ **Jury and witness duty leave:** prohibits [discrimination or retaliation](#) against an employee, including an employee who is a victim, for taking time off to appear in court as a witness in any judicial proceeding (1/1/25)
 - ❑ [Jury and Witness Duty Leave Handbook Statement: California](#)
- ❑ **Leave for victims of violence:** broadens [protections](#) for victims of violence and modifies various provisions of the victims of violence leave law (1/1/25)
 - ❑ [Leave for Victims of Violence Handbook Statement \[1-24 Employees\]: California](#)
 - ❑ [Leave for Victims of Violence Handbook Statement \[25+ Employees\]: California](#)
 - ❑ [Accommodation for Victims of Violence Handbook Statement: California](#)
- ❑ **Paid sick leave:** expands [qualifying reasons](#) for safe leave and the definition of a victim under the paid sick leave law (1/1/25)
 - ❑ [Paid Sick Leave Handbook Statement \[Accrual Method\]: California](#)
 - ❑ [Paid Sick Leave Handbook Statement \[Lump Sum Method\]: California](#)

☐ Berkeley employers:

- ☐ **Paid sick leave:** expands [qualifying reasons](#) for safe leave and the definition of a victim under the state paid sick leave law (1/1/25)
 - ☐ [Paid Sick Leave Handbook Statement \[Accrual Method\]: Berkeley, California](#)
 - ☐ [Paid Sick Leave Handbook Statement \[1-24 Employees; Lump Sum Method\]: Berkeley, California](#)
 - ☐ [Paid Sick Leave Handbook Statement \[25+ Employees; Lump Sum Method\]: Berkeley, California](#)

☐ Emeryville employers:

- ☐ **Paid sick leave:** expands [qualifying reasons](#) for safe leave and the definition of a victim under the state paid sick leave law (1/1/25)
 - ☐ [Paid Sick Leave Handbook Statement \[Accrual Method\]: Emeryville, California](#)
 - ☐ [Paid Sick Leave Handbook Statement \[1-55 Employees; Lump Sum Method\]: Emeryville, California](#)
 - ☐ [Paid Sick Leave Handbook Statement \[56+ Employees; Lump Sum Method\]: Emeryville, California](#)

☐ Los Angeles employers:

- ☐ **Paid sick leave:** expands [qualifying reasons](#) for safe leave and the definition of a victim under the state paid sick leave law (1/1/25)
 - ☐ [Paid Sick Leave Handbook Statement \[Accrual Method\]: Los Angeles, California](#)
 - ☐ [Paid Sick Leave Handbook Statement \[Lump Sum Method\]: Los Angeles, California](#)

☐ Oakland employers:

- ☐ **Paid sick leave:** expands [qualifying reasons](#) for safe leave and the definition of a victim under the state paid sick leave law (1/1/25)
 - ☐ [Paid Sick Leave Handbook Statement \[Accrual Method\]: Oakland, California](#)
 - ☐ [Paid Sick Leave Handbook Statement \[1-9 Employees; Lump Sum Method\]: Oakland, California](#)
 - ☐ [Paid Sick Leave Handbook Statement \[10+ Employees; Lump Sum Method\]: Oakland, California](#)

☐ San Diego employers:

- ☐ **Paid sick leave:** expands [qualifying reasons](#) for safe leave and the definition of a victim under the state paid sick leave law (1/1/25)
 - ☐ [Paid Sick Leave Handbook Statement \[Accrual Method\]: San Diego, California](#)
 - ☐ [Paid Sick Leave Handbook Statement \[Lump Sum Method\]: San Diego, California](#)

☐ San Francisco employers:

- ☐ Family leave insurance: increases the state paid family leave [benefit amount](#) (1/1/25)
 - ☐ [Supplemental Compensation for New Child Bonding Handbook Statement \[20+ Employees\]: San Francisco, California](#)
- ☐ Paid sick leave: expands [qualifying reasons](#) for safe leave and the definition of a victim under the state paid sick leave law (1/1/25)
 - ☐ [Paid Sick Leave Handbook Statement \[Accrual Method\]: San Francisco, California](#)
 - ☐ [Paid Sick Leave Handbook Statement \[1-9 Employees; Lump Sum Method\]: San Francisco, California](#)
 - ☐ [Paid Sick Leave Handbook Statement \[10+ Employees; Lump Sum Method\]: San Francisco, California](#)

☐ Santa Monica employers:

- ☐ Paid sick leave: expands [qualifying reasons](#) for safe leave and the definition of a victim under the state paid sick leave law (1/1/25)
 - ☐ [Paid Sick Leave Handbook Statement \[Accrual Method\]: Santa Monica, California](#)
 - ☐ [Paid Sick Leave Handbook Statement \[1-25 Employees, Lump Sum Method\]: Santa Monica, California](#)
 - ☐ [Paid Sick Leave Handbook Statement \[26+ Employees, Lump Sum Method\]: Santa Monica, California](#)

Colorado

- ☐ Cell phone use/texting while driving: amends permissible uses of mobile electronic devices while driving under the state's [distracted driving law](#) (1/1/25)
 - ☐ [Cell Phone Use/Texting While Driving Handbook Statement: Colorado](#)
- ☐ Paid family and medical leave: [amended rules](#) impact various leave provisions, including the intersection with employer-provided leave (1/1/25)
 - ☐ [Paid Family and Medical Leave Handbook Statement: Colorado](#)

Connecticut

- ☐ Paid sick leave: expands [coverage](#) to employers with 25 or more employees in the state, broadens qualifying reasons for leave and modifies certain provisions (1/1/25)
 - ☐ [Paid Sick Leave Handbook Statement \[Accrual Method\]: Connecticut](#)
 - ☐ [Paid Sick Leave Handbook Statement \[Lump Sum Method\]: Connecticut](#)

District of Columbia

- **Sexual and other unlawful harassment:** defines sexual harassment to include conduct based on [gender](#) (3/21/25)
 - [Sexual and Other Unlawful Harassment Handbook Statement: District of Columbia](#)

Illinois

- **Access to personnel files:** amends the [Personnel Record Review Act](#), including documents employees may request and procedures for submitting and responding to requests (1/1/25)
 - [Access to Personnel Files Handbook Statement: Illinois](#)
- **EEO:** prohibits discrimination based on [reproductive health decisions](#) (1/1/25) or [family responsibilities](#) (1/1/25)
 - [EEO Handbook Statement: Illinois](#)
 - [Sexual and Other Unlawful Harassment Handbook Statement: Illinois](#)
- **Mandatory Time Off/Day of Rest:** prohibits retaliation under the Illinois [One Day Rest in Seven Act](#) (3/21/25)
 - [Mandatory Time Off/Day of Rest Handbook Statement: Illinois](#)

□ Chicago employers:

- **EEO:** prohibits discrimination based on [reproductive health decisions](#) (1/1/25) or [family responsibilities](#) under state law (1/1/25)
 - [Sexual and Other Unlawful Harassment Handbook Statement: Chicago, Illinois](#)

Michigan

- **Paid sick leave:** provides [paid sick leave](#) under the Earned Sick Time Act, which replaces the Paid Medical Leave Act (2/21/25); moves compliance date for small business employers to [October 1, 2025](#) (2/21/25); clarifies [when employees may use frontloaded paid sick leave](#) (3/7/25)
 - [Paid Sick Leave Handbook Statement \[11+ Employees; Accrual Method\]: Michigan - New](#)
 - [Paid Sick Leave Handbook Statement \[11+ Employees; Lump Sum Method\]: Michigan - New](#)
 - Paid Sick and Safe Time Handbook Statement [Accrual Method]: Michigan - **Removed**
 - Paid Sick and Safe Time Handbook Statement [Lump Sum Method]: Michigan - **Removed**

Missouri

- **Paid sick leave:** provides [paid sick leave](#) to eligible employees under Missouri's paid sick leave law (5/1/25) *Note: On July 10, 2025, the Governor signed legislation repealing the paid sick leave law, effective August 28, 2025. The law's requirements remain in effect until that date and employees will continue to accrue paid sick leave for hours worked and may use paid sick leave through August 27, 2025.*
 - [Paid Sick Leave Handbook Statement \[1-14 Employees; Accrual Method\]: Missouri - New](#)
 - [Paid Sick Leave Handbook Statement \[1-14 Employees; Lump Sum Method\]: Missouri - New](#)
 - [Paid Sick Leave Handbook Statement \[15+ Employees; Accrual Method\]: Missouri - New](#)
 - [Paid Sick Leave Handbook Statement \[15+ Employees; Lump Sum Method\]: Missouri - New](#)

Montana

- **Public official leave:** provides [additional protections](#) to employees who are elected or appointed to public office (1/1/25)
 - [Public Official Leave Handbook Statement \[1-9 Employees\]: Montana](#)
 - [Public Official Leave Handbook Statement \[10+ Employees\]: Montana](#)
- **Smoke-free workplace:** restricts the use of [electronic smoking devices](#) (5/8/25)
 - [Smoke-Free Workplace Handbook Statement: Montana](#)

Nebraska

- **EEO:** prohibits discrimination based on [military or veteran status](#) (6/4/25)
 - [EEO Handbook Statement: Nebraska](#)

New York

- **EEO:** provides [constitutional discrimination protections](#) under the New York Equal Rights Amendment (1/1/25)
 - [EEO Handbook Statement: New York](#)
 - [Anti-Discrimination and Anti-Harassment Handbook Statement: New York](#)
- **Jury duty leave:** increases [minimum juror daily wages](#) (6/8/25)
 - [Jury Duty Leave Handbook Statement \[11+ Employees\]: New York](#)

- **Paid prenatal personal leave:** provides [paid leave](#) for health care services related to an employee's pregnancy (1/1/25); reflects state-issued FAQs clarifying employee eligibility and the amount and use of leave under the law (1/1/25)
 - [Paid Prenatal Personal Leave Handbook Statement: New York - New](#)
- **Reproductive health decisions:** reinstates the [handbook notice requirement](#) (1/2/25)
 - [Reproductive Health Decisions Handbook Statement: New York](#)

□ New York City employers:

- **EEO:** provides [constitutional discrimination protections](#) under the New York Equal Rights Amendment (1/1/25)
 - [Anti-Discrimination and Anti-Harassment Handbook Statement: New York City, New York](#)

Oregon

- **Family and medical leave:** eliminates leave to attend to preplacement activities for adoption or foster care of a child as this leave is now available under Oregon's [paid family and medical leave law](#) (1/1/25)
 - [Family and Medical Leave Handbook Statement \[25-49 Employees\]: Oregon](#)
 - [Family and Medical Leave Handbook Statement \[50+ Employees\]: Oregon](#)
- **Paid family and medical leave:** allows eligible employees to take leave to attend to [pre-placement activities](#) for adoption or foster care of a child under the paid family and medical leave law (1/1/25); reflects amended rules that define [pre-placement leave](#) (1/1/25)
 - [Paid Family and Medical Leave Handbook Statement: Oregon](#)
- **Paid sick leave:** allows eligible employees to take leave to attend to [pre-placement activities](#) for adoption or foster care of a child under the paid family and medical leave law (1/1/25)
 - [Sick Leave Handbook Statement \[1-9 Employees; Accrual Method\]: Oregon](#)
 - [Sick Leave Handbook Statement \[1-9 Employees; Lump Sum Method\]: Oregon](#)
 - [Paid Sick Leave Handbook Statement \[10+ Employees; Accrual Method\]: Oregon](#)
 - [Paid Sick Leave Handbook Statement \[10+ Employees; Lump Sum Method\]: Oregon](#)

Pennsylvania

- **Cell Phone Use/Texting While Driving:** prohibits use of an [interactive mobile device](#) while driving (6/5/25)
 - [Cell Phone Use/Texting While Driving Handbook Statement: Pennsylvania](#)

☐ Philadelphia employers:

- ☐ **Paid sick leave:** eliminates the handbook notice requirement in the [paid sick leave ordinance](#) (5/27/25)
 - ☐ [Sick Leave Handbook Statement \[1-9 Employees, Excluding Chain Establishments; Accrual Method\]: Philadelphia, Pennsylvania](#)
 - ☐ [Sick Leave Handbook Statement \[1-9 Employees, Excluding Chain Establishments; Lump Sum Method\]: Philadelphia, Pennsylvania](#)
 - ☐ [Paid Sick Leave Handbook Statement \[10+ Employees; Employees Working in Chain Establishments; Accrual Method\]: Philadelphia, Pennsylvania](#)
 - ☐ [Paid Sick Leave Handbook Statement \[10+ Employees; Employees Working in Chain Establishments; Lump Sum Method\]: Philadelphia, Pennsylvania](#)

Rhode Island

- ☐ **Temporary caregiver insurance and leave:** extends [wage replacement benefit period](#) to seven weeks (1/1/25)
 - ☐ [Temporary Caregiver Insurance and Leave Handbook Statement: Rhode Island](#)

Washington

- ☐ **Paid sick leave:** expands [qualifying reasons](#) for leave and the definition of family member under the law (1/1/25)
 - ☐ [Paid Sick Leave Handbook Statement \[Accrual Method\]: Washington](#)
 - ☐ [Paid Sick Leave Handbook Statement \[Lump Sum Method\]: Washington](#)

☐ Seattle employers:

- ☐ **Paid sick leave:** expands [qualifying reasons](#) for leave and the definition of family member under the state paid sick leave law (1/1/25)
 - ☐ [Paid Sick Leave Handbook Statement \[Accrual Method\]: Seattle, Washington](#)
 - ☐ [Paid Sick Leave Handbook Statement \[Lump Sum Method\]: Seattle, Washington](#)

☐ Tacoma employers:

- ☐ **Paid sick leave:** expands [qualifying reasons](#) for leave and the definition of family member under the state paid sick leave law (1/1/25)
 - ☐ [Paid Sick Leave Handbook Statement \[Accrual Method\]: Tacoma, Washington](#)
 - ☐ [Paid Sick Leave Handbook Statement \[Lump Sum Method\]: Tacoma, Washington](#)

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