EMPLOYEE’S Guide to the San Francisco Paid Parental Leave Ordinance

**Step #1**
Apply for CA Paid Family Leave (PFL) Benefits

Online or paper application through Employment Development Department (EDD).

Be sure to check the box allowing EDD to disclose your benefit amount.

**Step #2**
Complete SF Paid Parental Leave Form (SF PPL Form)

Form is available on the OLSE Website and should be provided by your employer.

If you have multiple employers, complete a form for each employer.

**Step #3**
Submit SF PPL Form & EDD Notice of Computation to Employer

When you apply for PFL benefits, the EDD will send you a Notice of Computation that includes your weekly benefit amount.

**Step #4**
Notify Employer When You Receive First PFL Payment

If requested, provide your employer with the EDD Notice of Payment (also known as the Electronic Benefit Payment Notification).

STOP: Your Application is Now Complete!

Please contact the Office of Labor Standards Enforcement at ppolo@sfgov.org or at (415) 554-4190 with any further questions or online at http://sfgov.org/pplo
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Step #1
Give Notice to Employees
Post Notice created by OLSE.

Include a description of the right to Supplemental Compensation under the SF Paid Parental Leave Ordinance (PPLO) in employee handbook.

Step #2
Give Employee SF Paid Parental Leave Form (SF PPL Form)
Available at: http://sfgov.org/pplo

Provide a copy as soon as employee asks about parental leave or tells you she/he is expecting a newborn, adopted or foster child. It is also recommended to provide it to all new employees.

Step #3
Determine Employee’s Eligibility
The employee is eligible if he/she: (1) commenced work for you at least 180 days before leave period; (2) works at least 8 hours per week and 40% of total weekly hours in San Francisco; (3) has applied for and is eligible for CA Paid Family Leave (PFL).

Step #4
Calculate & Pay Supplemental Compensation
You will need the employee’s Normal Weekly Wages and EDD Weekly Benefit amount. This information should be on the SF PPL Form and EDD Notice of Computation, which the employee receives from EDD.

Calculation instructions available on the OLSE website.

Remember to Maintain Records and that Retaliation is Prohibited Under the Ordinance.

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