



EMPLOYEE'S

Guide to the San Francisco Paid Parental Leave Ordinance

Step 1

Apply for EDD Paid Family Leave

Apply for PFL through the Employment Development Department (EDD) online at www.californiapaidfamilyleave.com or with a [paper application](#). If you do not have a driver's license or ID, use a paper application.

Check box A22, allowing EDD to disclose your benefit amount to your employer.

Step 2

Complete SF Paid Parental Leave Form (SF PPL Form)

Ask your employer for the form. You can also find it online at www.sfgov.org/pplo.

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

Step 3

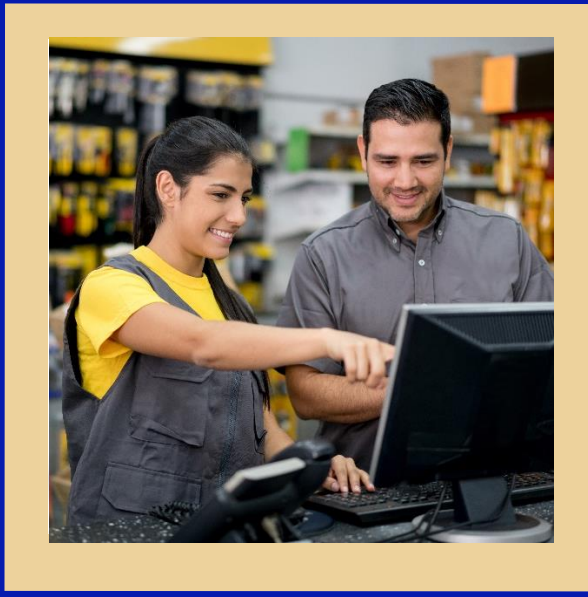
Give Employer SF PPL Form and EDD Notice of Computation

The EDD will send you a Notice of Computation that includes your weekly benefit amount. If you were paid State Disability Insurance (SDI) before PFL, use the Notice of Computation the EDD sent you for your SDI claim.

Step 4

Notify Employer When You Receive First PFL Payment

Your employer may ask for your Notice of Payment or Electronic Benefit Payment Notification.



EMPLOYER'S Guide to the San Francisco Paid Parental Leave Ordinance

Step 1

Give Notice to Employees

Post the OLSE's annual notice.

Include information about supplemental pay under the SF Paid Parental Leave Ordinance (SF PPLO) in employee handbook.

Step 2

Give Employee SF Paid Parental Leave Form (SF PPL Form)

The form is available at www.sfgov.org/pplo.

Give your employee a copy as soon as they ask about parental leave or notify you that they are expecting a newborn, adopted, or foster child. If the company has vacation or PTO policies, review those with the employee now.

Step 3

Determine Employee's Eligibility

The employee is eligible if they: (1) started work for you at least 180 days before the leave; (2) works for at least 8 hours and 40% of their total week hours in San Francisco; (3) has applied for and is eligible for EDD Paid Family Leave.

Step 4

Calculate & Pay Supplemental Compensation

You will need the employee's Normal Weekly Wages and EDD Weekly Benefit amount. This information will be on the completed SF PPL Form and EDD Notice of Computation, which the employee receives from the EDD.

Calculation instructions are available on the OLSE website.

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

Please contact the Office of Labor Standards Enforcement at pplo@sfgov.org or at (415) 554-4190 with any further questions or online at www.sfgov.org/pplo.