

GENERAL SERVICES AGENCY
OFFICE OF LABOR STANDARDS ENFORCEMENT
DONNA LEVITT, MANAGER



MARCH 30, 2015

IMPORTANT NOTICE
PLEASE READ CAREFULLY

This notice is to inform you of San Francisco’s new minimum wage rate and to provide you with information about a new statewide law that affects paid sick leave requirements.

May 1, 2015: Minimum Wage Increase

The San Francisco minimum wage rate increases to \$12.25 per hour on May 1, 2015. Proposition J, passed by San Francisco voters on November 4, 2014, provides for the following minimum wage increases:

Effective Date	Minimum Wage Rate
5/1/2015	\$12.25
7/1/2016	\$13.00
7/1/2017	\$14.00
7/1/2018	\$15.00
July 1st Each Following Year	CPI Increase

The Minimum Wage Ordinance requires employers to post a Notice informing employees of their rights. For your convenience, a copy of the updated Official Notice is enclosed. The Official Notice must be posted at each workplace in San Francisco in a location where employees can read it easily.

July 1, 2015: Statewide Paid Sick Leave Requirements Take Effect

Key provisions of the California Healthy Workplace Healthy Family Act take effect on July 1, 2015. This statewide law does not preempt San Francisco’s local Paid Sick Leave Ordinance. Employers with employees performing work in San Francisco are required to comply with both laws.

Please see the reverse of this page for a summary of provisions of the statewide law that are relevant for employers who have employees in San Francisco.

Thank you for your ongoing compliance with San Francisco labor laws.

Para asistencia en español, llame al (415) 554-6292
中文幫助, 請電 (415) 554-6292
Para sa Tagalog, tawagan ang (415) 554-6292

Paid Sick Leave in San Francisco

San Francisco’s Paid Sick Leave Ordinance (PSLO)

- San Francisco voters passed the Paid Sick Leave Ordinance in November 2006. The Ordinance requires employers to provide paid sick leave to each employee (including temporary and part-time employees) who performs work in San Francisco. For information on the San Francisco Ordinance, visit www.sfgov.org/olse/pslo or call the San Francisco Paid Sick Leave Ordinance hotline at (415) 554-6271.

California Healthy Workplace Healthy Family Act

- Governor Jerry Brown approved the new law on September 10, 2014. Employees covered by the California law are entitled to begin accruing paid sick leave on July 1, 2015. For information on the Act, see: http://www.dir.ca.gov/dlse/Paid_Sick_Leave.htm.

Employers with employees performing work in San Francisco must comply with both local and statewide paid sick leave laws.

- The statewide Healthy Workplace Healthy Family Act does not preempt the local Paid Sick Leave Ordinance.
- Many of the requirements of the two laws are the same, including the requirement that employees accrue at least 1 hour of paid sick leave for every 30 hours worked.
- Where the laws differ, employers with employees performing work in San Francisco must comply with the more stringent requirement of each law.**

Employers who already comply with the San Francisco Paid Sick Leave Ordinance should review requirements of the statewide Healthy Workplace Healthy Family Act. The table below shows some of the requirements of the state law that are not addressed in the San Francisco law or that are more stringent than the requirements of San Francisco law.

New State Law Requirements <i>(provisions that are not addressed by the San Francisco Ordinance or are more stringent than local requirements)</i>	Pre-existing San Francisco Law <i>(provisions that no longer apply)</i>
<u>Employees accrue paid sick leave beginning at the commencement of employment</u> or July 1, 2015, whichever is later. Employees may use accrued sick leave after the 90 th day of employment.	Under the San Francisco Ordinance, paid sick leave accrues beginning 90 days after the commencement of employment.
<u>Employers must provide employees with written notice of the amount of paid sick leave</u> (or paid time off provided in lieu of sick leave) available for use. This information can be on the employee's wage statement or in a separate notice provided on the designated pay date.	The San Francisco Paid Sick Leave Ordinance is silent on this issue.
<u>If an employee separates from an employer and is rehired</u> by the employer within one year from the date of separation, previously accrued and unused paid sick days must be reinstated.	The San Francisco Ordinance does not require employers to reinstate previously accrued paid sick leave when a former employee is rehired.
<u>Employers with fewer than 10 employees</u> may not cap sick leave accrual below 48 hours or 6 days of sick leave.	San Francisco’s law permits employers with fewer than 10 employees to cap accrual at 40 hours. (Note that for businesses with 10 or more employees, San Francisco continues to require that employees be allowed to accrue up to 72 hours of sick leave.)

