



# EMPLOYER'S

## Guide to the San Francisco Paid Parental Leave Ordinance

### 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.**

Please contact the Office of Labor Standards Enforcement at [pplo@sfgov.org](mailto:pplo@sfgov.org) or at (415)554-4190 with any further questions or visit <http://sfgov.org/pplo>