Family Friendly Workplace Ordinance (FFWO) Employer Process Flow Chart
Effective 7/12/22

Employee Submits a Completed Written Request for FFWO Arrangement

- Employer Agrees to Request and Grants Request in Writing Within 21 Days

- Employer Does Not Agree To The Request and Employer and Employee must Engage in an Interactive Process

  - Employer and Employee Do Not Agree On An Alternative Arrangement and Employer Denies the Request
    Providing the Employee with a Written Determination Explaining the Undue Hardship and Right to Request Reconsideration Within 21 Days of Receiving the Initial Request

  - Employee Can Submit a Request for Reconsideration Within 30 Days of Receiving the Denial

  - Employer Must Meet with Employee Within 21 Days Of Receiving the Request for Reconsideration to Discuss the Request

  - Employer Makes Final Decision in Writing Within 14 Days of the Meeting