



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)

Your employer should give you 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.