

GENERAL SERVICES AGENCY  
OFFICE OF LABOR STANDARDS ENFORCEMENT  
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The San Francisco Office of Labor Standards Enforcement (OLSE) has issued the following guidance regarding the use of San Francisco paid sick leave for situations involving the recent Coronavirus outbreak:

Employers covered by the Paid Sick Leave Ordinance must allow covered employees to use accrued sick leave in the following situations:

- The employee takes time off work because public health officials or healthcare providers require or recommend an employee isolate or quarantine to prevent the spread of disease;
- The employee takes time off work because the employee falls within the definition of a “vulnerable population” under the San Francisco Department of Public Health’s (DPH) March 6, 2020 guidelines or any subsequent updates. As of March 6, 2020, a “vulnerable population” is a person who is 60 years old or older or a person with a health condition such as heart disease, lung disease, diabetes, kidney disease, or weakened immune system;
- The employee takes time off work because the employee’s business or a work location temporarily ceases operations in response to a public health or other public official’s recommendation;
- The employee takes time off work because the employee needs to provide care for a family member who is not sick but who public health officials or healthcare providers have required or recommended isolate or quarantine; or
- The employee takes time off work because the employee needs to provide care for a family member whose school, child care provider, senior care provider, or work temporarily ceases operations in response to a public health or other public official’s recommendation.

Consistent with previously issued OLSE guidance, employers may not require a doctor’s note or other documentation for the use of paid sick leave of three or fewer consecutive work days.

### Background

The San Francisco Paid Sick Leave Ordinance requires employers to provide paid sick leave to all employees (including temporary and part-time employees) who perform work in San Francisco. Employees may use paid sick leave when they or a family member are ill, injured, or for the purpose of receiving medical care (including preventive care), treatment, diagnosis, or other medical reason.

**Further guidance on the use of paid sick leave is available at [www.sfgov.org/olse/pslo](http://www.sfgov.org/olse/pslo), or call OLSE’s multilingual paid sick leave hotline at (415) 554-6271.**

California Labor Commissioner guidance on State paid sick leave and the Coronavirus is available at <https://www.dir.ca.gov/dlse/2019-Novel-Coronavirus.htm>. California Employment Development Department guidance on Disability Insurance, Paid Family Leave, and Unemployment Insurance and the Coronavirus is available at [https://edd.ca.gov/about\\_edd/coronavirus-2019.htm](https://edd.ca.gov/about_edd/coronavirus-2019.htm).