March 9, 2020

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.