A STEP-BY STEP-GUIDE TO APPLY FOR:
SAN FRANCISCO PAID PARENTAL LEAVE

STEP 1: Apply for Paid Family Leave (PFL) benefits
- Online or paper application through Employment Development Department (EDD)
- Be sure to check the box allowing EDD to disclose your benefit amount to your employer

STEP 2: Complete SF Paid Parental Leave Form (SF PPL Form)
- Form is available on the OLSE website
- If you have multiple employers, complete a form for each employer

STEP 3: Submit SF PPL Form and EDD Notice of Computation to employer
- When you apply for PFL benefits, EDD will send you a Notice of Computation that includes your weekly benefit amount

STEP 4: Notify employer when you receive your first PFL payment
- If requested, provide employer with EDD Notice of Payment (also known as the Electronic Benefit Payment Notification)