

# 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
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## 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
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## 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
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## 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)