

## **SAN FRANCISCO SICK LEAVE ORDINANCE POLICY**

Effective February 5, 2007 all workers (including part-time, temporary, and those in Welfare-to-Work programs) who are employed within the geographic limits of the city and county of San Francisco receives one hour of paid sick leave per 30 hours worked, capped at 72 hours.

Accrued leave carries over from year to year, up to the cap, however accrued balances are not paid out at the time of termination.

New employees don't begin accruing benefits until 90 days on the job.

Paid sick leave would cover physical or mental illness, injury, medical condition, medical diagnosis or treatment.

Paid sick leave could be used for the employee or to allow the employee to aid or care for the employee's child, parent, legal guardian or ward, sibling, grandparent, grandchild and spouse or registered domestic partner or a "designated person", if the employee has no spouse or registered domestic partner. It also includes relationships resulting from adoption, step-relationships, foster care relationships, and children of domestic partners or legal guardians and wards.

Employees who have no spouse or registered domestic partner will be given the opportunity to designate one person as to whom they may use paid sick leave to aid or care for such person once the employee becomes eligible for paid leave. There is no requirement of a biological relationship. Employees have 10 workdays to make the designation. Thereafter, employers must permit such employees to make or change their designations annually. It will be the employee's responsibility to notify Staff Resources between December 15 and December 31 of each year, if there is a change.

Employees are required to give reasonable notice of an absence for which paid sick leave will be used and when requested employee's will provide verification that the employee is legitimately using the leave.

Sick leave may not be used prior to its accrual. If an employee uses sick leave prior to its accrual, it will be considered as no pay.

The City or an individual could take legal action to enforce the paid sick leave requirements. If sick leave requirements have been violated, legal action could result in benefits for the employee such as reimbursement of withheld paid sick leave and/or penalties against the employer.

If an employee is absent for three (3) consecutive days without contacting their supervisor, it will be considered the employee has voluntarily terminated employment with Staff Resources.

Every effort will be made to keep an employee's position available for the employee's return. If it is not possible to keep the employee's job open, the employee will be given the next available job for which they are qualified. It is essential for employees to keep Staff Resources advised of their anticipated date of return to facilitate the employers efforts to place workers in a position immediately upon return from leave.

2/5/07