



EMPLOYEE'S

Guide to the San Francisco Paid Parental Leave Ordinance

Step #1

Apply for CA 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.

Step #2

Complete SF Paid Parental Leave Form (SF PPL Form)

Form is available on the OLSE Website and should be provided by your employer.

If you have multiple employers, complete a form for each employer.

Step #3

Submit SF PPL Form & EDD Notice of Computation to Employer

When you apply for PFL benefits, the EDD will send you a Notice of Computation that includes your weekly benefit amount.

Step #4

Notify Employer When You Receive First PFL Payment

If requested, provide your employer with the EDD Notice of Payment (also known as the Electronic Benefit Payment Notification).



STOP: Your Application is Now Complete!

