



# City and County of San Francisco Office of Labor Standards Enforcement

Welcome!  
City-Wide & Contracting Labor Laws Webinar  
for  
Non-Profit Grantees



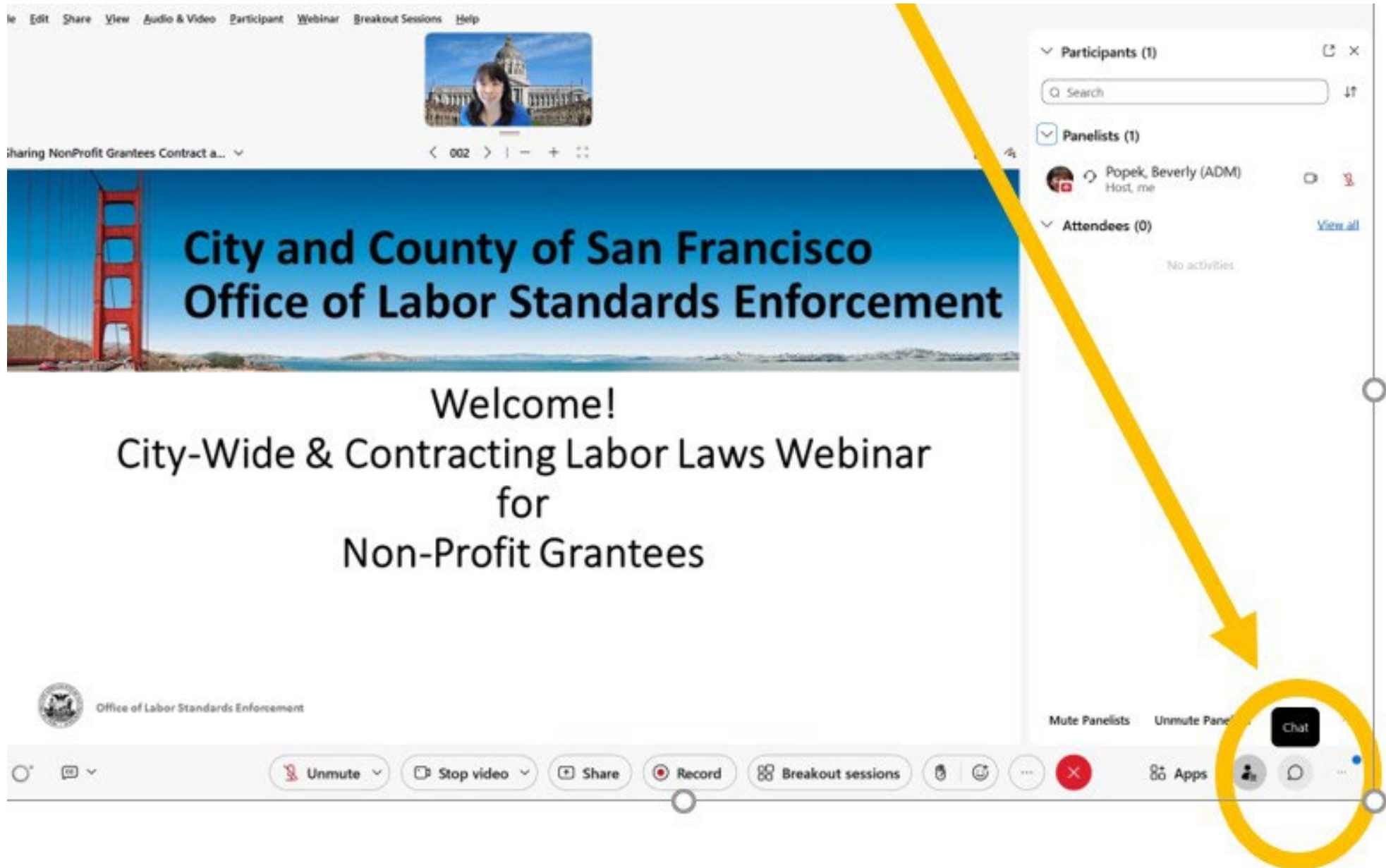
Office of Labor Standards Enforcement

# **Session 5**

## **Paid Parental Leave Ordinance**



# Chat Box



The screenshot shows a Zoom webinar interface. At the top, there is a navigation bar with links: Edit, Share, View, Audio & Video, Participant, Webinar, Breakout Sessions, and Help. Below this is a small video thumbnail of a woman in front of a building. The main banner features a background image of the Golden Gate Bridge and the text: "City and County of San Francisco Office of Labor Standards Enforcement". Below the banner, the text reads: "Welcome! City-Wide & Contracting Labor Laws Webinar for Non-Profit Grantees". At the bottom left, there is a logo for the Office of Labor Standards Enforcement. The bottom toolbar contains icons for Unmute, Stop video, Share, Record, Breakout sessions, and a red 'X' icon. On the right side, there is a sidebar with sections: Participants (1), Panelists (1) (listing Popek, Beverly (ADM) as Host, me), and Attendees (0). A yellow arrow points from the top right towards the bottom right, where a yellow circle highlights the 'Chat' icon in the bottom toolbar.

Participants (1)

Search

Panelists (1)

Popek, Beverly (ADM)  
Host, me

Attendees (0)

No activities

View all

Chat

Unmute Stop video Share Record Breakout sessions

# Materials & Recording

The slide deck and a recording of this webinar will be posted at our website:

<https://sf.gov/departments/office-labor-standards-enforcement>



# Questions and Answers – Q&A Box

## Questions & Answers Box

- Staff will provide answers to your questions via the Q&A box during the presentation(s).
- If the question is not answered during the webinar in the Answer Box or Live Session, we will email the answer to the email address you used for registration to this webinar.

*Some questions may require more information and you may be asked to contact us.*



# Session 5 - Paid Parental Leave Ordinance

## Host

Beverly Popek

## Presenter

Bernice Casey

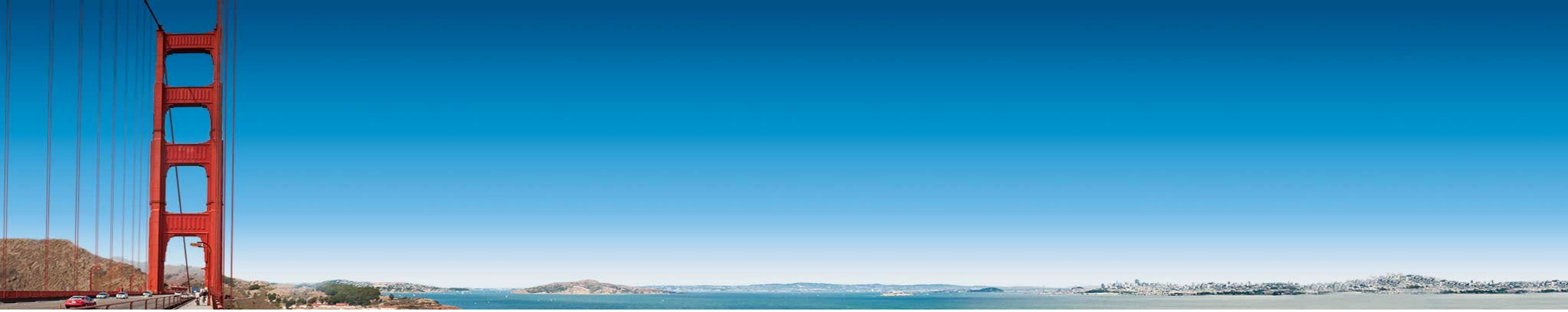
## Q&A

Bianca Polovina

## Chat Box

Joyce Sorro





# Paid Parental Leave Ordinance

Bernice Casey  
Compliance Officer



Office of Labor Standards Enforcement

# What is the Paid Parental Leave Ordinance?

- Requires Covered Employers to pay supplemental compensation to Covered Employees who receive California Paid Family Leave for child bonding purposes.
- Intended to help Covered Employees take all eight (8) weeks of California Paid Family Leave for child bonding, without worrying about loss of income.





# Covered Employers

## Who is a Covered Employer?

- Global count of twenty (20) or more employees – if number fluctuates, average employees over PPLO Lookback Period.
- Government entities are NOT covered employers (State of CA, UCSF, CCSF, School Districts).

## What must a Covered Employer do?

- Post / distribute the PPLO Poster.
- Provide the PPLO Form to any employee expecting to become a parent.
- Calculate and pay Supplemental Compensation on time and in full.



# Covered Employees

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Works in San Francisco.

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Commenced work for a covered employer at least 180 days before leave period.

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Work at least 8 hours per week in San Francisco for a covered employer.

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Work in San Francisco at least 40% of weekly hours for a covered employer.

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Apply for and receive California Paid Family Leave (PFL) benefits from the Employment Development Department (EDD).

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**The employee does not have to be covered by other state or federal leave laws (CFRA, FMLA) to receive the PPLO benefit.**



# Key Term: PPLO Lookback Period

- The 12 weekly, 6 semi-monthly or bi-weekly, or 3 monthly pay periods before the first day of an employee's leave.
- How is the Lookback Period used?
  1. To determine if an employee is covered when work location(s) changes.
  2. To determine if an employer is covered when the number of employees fluctuate.
  3. To determine if an employee is covered when hours fluctuate.
  4. To calculate the average Normal Weekly Wage when wages fluctuate.
- When in doubt, call OLSE with questions about whether employer and employee are covered by the PPLO.



# Employer's To-Do List

1. Post the Notice.
2. Provide the PPLO form to any employee who indicates that they will be or have become a parent (Other employer obligations under federal & state law).
3. Determine employee eligibility.
4. Calculate and pay employee.



## EMPLOYER'S Guide to the San Francisco Paid Parental Leave Ordinance

### Step 1

#### Give Notice to Employees

Post OLSE's annual notice.

Include information about supplemental pay under the SF Paid Parental Leave Ordinance (SF PPLO) in employee handbook.

### Step 2

#### Give Employee SF Paid Parental Leave Form (SF PPL Form)

The form is available at [www.sfgov.org/pplo](http://www.sfgov.org/pplo).

Give your employee a copy as soon as they ask about parental leave or notify you that they are expecting a newborn, adopted, or foster child. If the company has vacation or PTO policies, review those with the employee now.

### Step 3

#### Determine Employee's Eligibility

The employee is eligible if they: (1) started work for you at least 180 days before the leave; (2) work for at least 8 hours and 40% of their total week hours in San Francisco; (3) have applied for and are eligible for EDD Paid Family Leave.

### Step 4

#### Calculate & Pay Supplemental Compensation

You will need the employee's Normal Weekly Wages and EDD Weekly Benefit amount. This information will be on the completed SF PPL Form and EDD Notice of Computation, which the employee receives from the EDD.


Calculation instructions are available on the OLSE website.

**Remember to Maintain Records and that Retaliation is Prohibited Under the Ordinance**

Please contact the Office of Labor Standards Enforcement at [pllo@sfgov.org](mailto:pllo@sfgov.org) or at (415) 554-4190 with any further questions or online at [www.sfgov.org/pplo](http://www.sfgov.org/pplo).



# Employee's To-Do List



**EMPLOYEE'S**  
Guide to the San Francisco  
Paid Parental Leave Ordinance

**Step 1** Apply for EDD Paid Family Leave

Apply for PFL through the Employment Development Department (EDD) online at [www.californiapaidfamilyleave.com](http://www.californiapaidfamilyleave.com) or with a [paper application](#). If you do not have a driver's license or ID, use a paper application.

Check box A22, allowing EDD to disclose your benefit amount to your employer.

**Step 2** Complete SF Paid Parental leave Form (SF PPL Form)

Your employer should give you the form. You can also find it online at [www.sfgov.org/pplo](http://www.sfgov.org/pplo).

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

**Step 3** Give Employer SF PPL Form and EDD Notice of Computation

The EDD will send you a Notice of Computation that includes your weekly benefit amount. If you were paid State Disability Insurance (SDI) before PFL, use the Notice of Computation the EDD sent you for your SDI claim.

**Step 4** Notify Employer When You Receive First PFL Payment

Your employer may ask for your Notice of Payment or Electronic Benefit Payment Notification.

Please contact the Office of Labor Standards Enforcement at [pplo@sfgov.org](mailto:pplo@sfgov.org) or at (415) 554-4150 with any further questions or online at [www.sfgov.org/pplo](http://www.sfgov.org/pplo).

1. Apply for California Paid Family Leave, online or in paper form.
2. Complete the San Francisco Paid Parental Leave (PPL) form.
3. Submit the completed SF PPL form and the Notice of Computation to Employer.
4. Maintain records and receipts from EDD.



# Paid Family Leave (PFL)

- Employee funded benefit.
- **Eight weeks** of partial wage replacement to employees while:
  1. caring for a seriously ill family member; OR
  2. bonding with a newborn, adopted or foster child.
- Benefit, depending on income, is 70% to 90% up to cap.
- Both parents can take the same or different time.
- Can be taken consecutively or intermittently.
- Must be taken within one year of birth, adoption or placement.

PFL Questions: Call 855.342.3645



# Calculations: What the Employer Needs

## PPL Form

- From the employer; completed by the employee and returned to employer

## EDD Weekly Rate

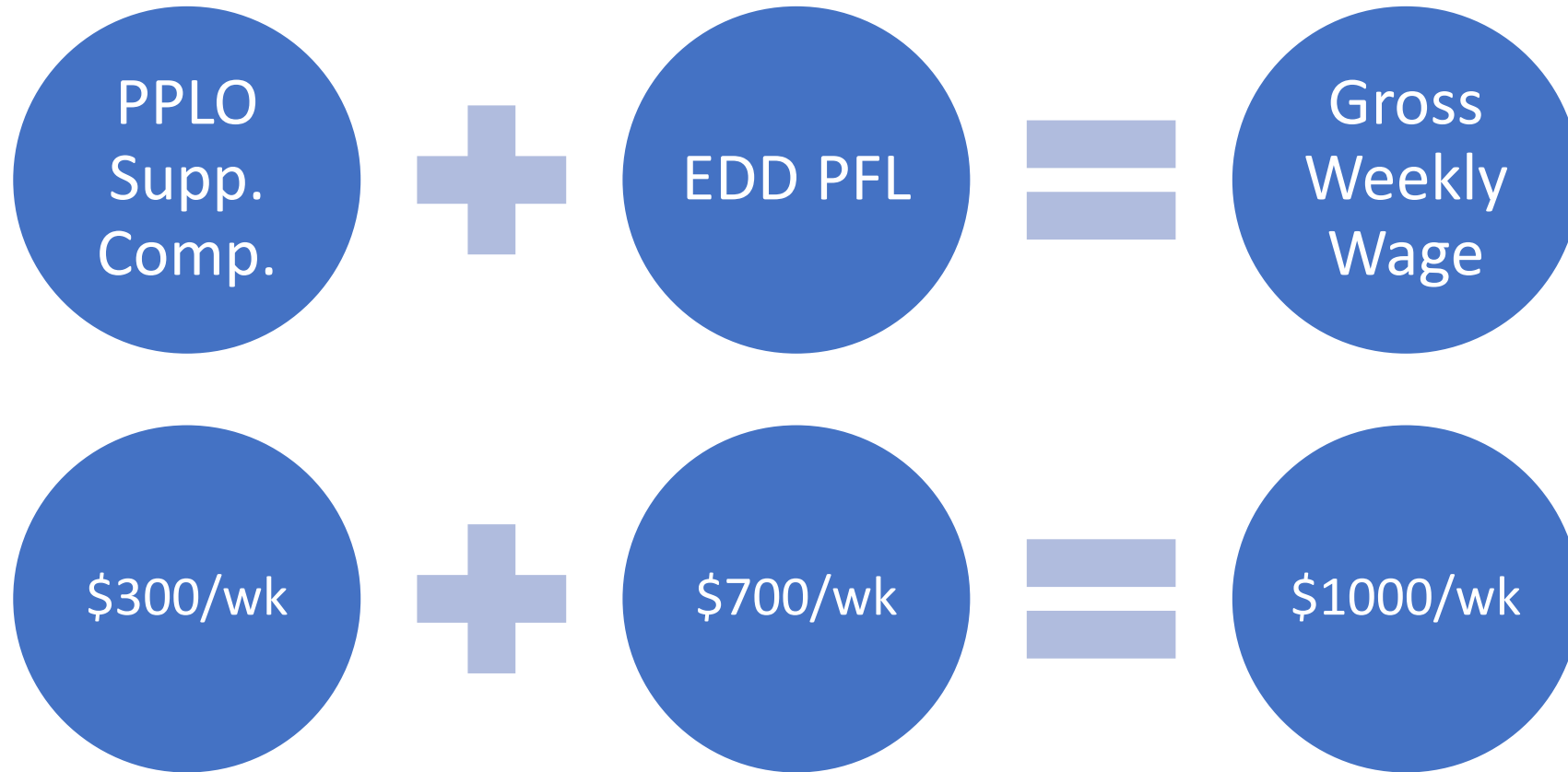
- From the EDD
- Easiest if employee provides employer
- Employer can contact EDD

## Gross Weekly Wage

- From the PPL Form
- Calculator

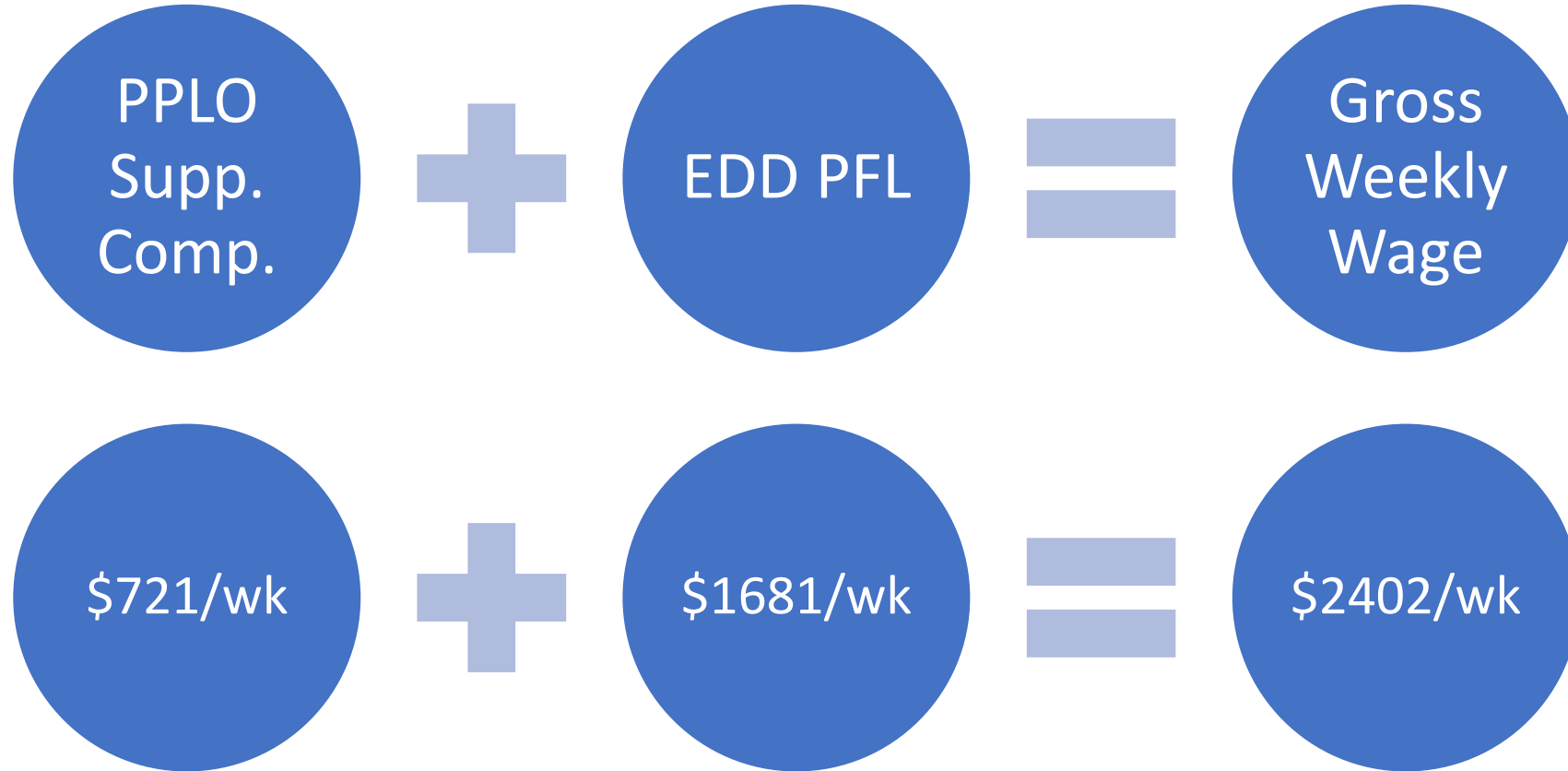


# The Math for Supplemental Compensation

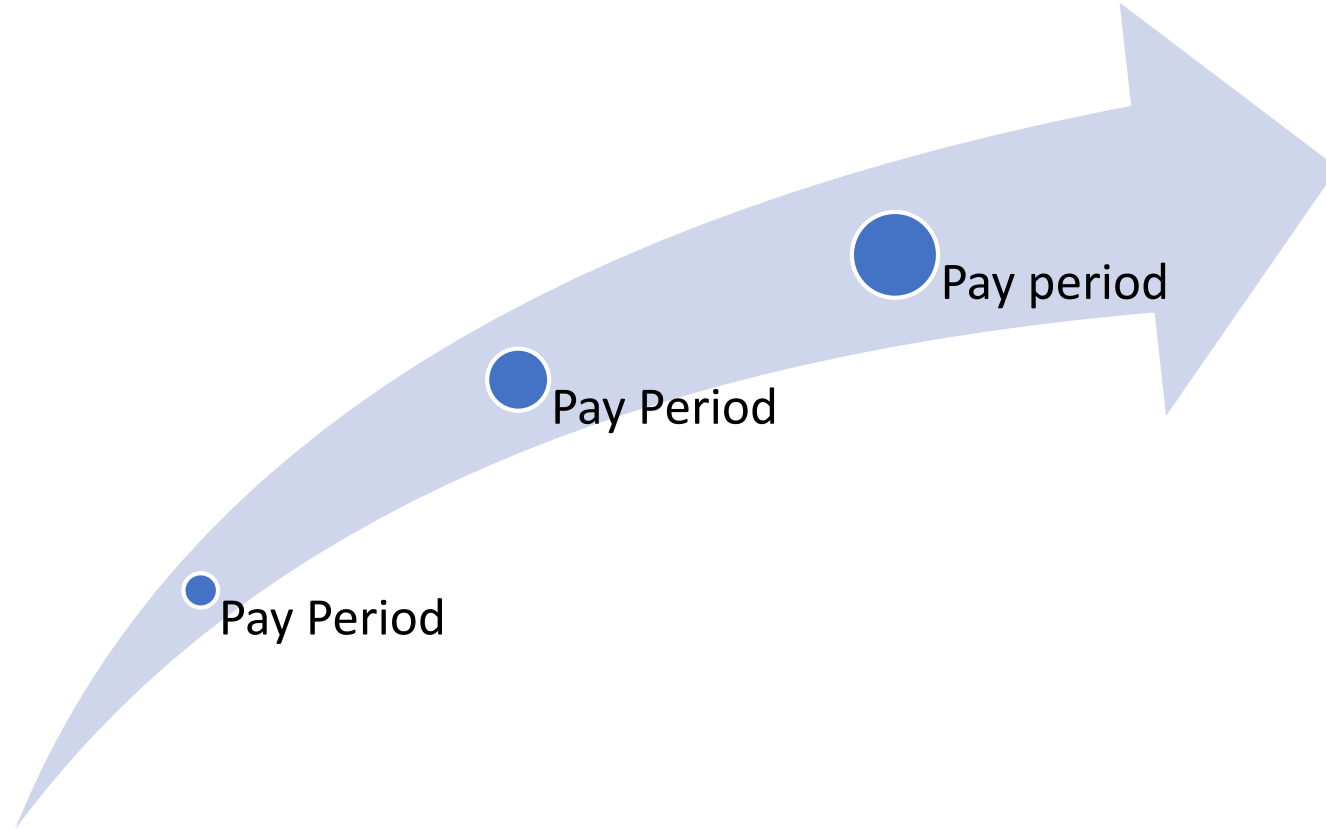




# Applying the 2025 Cap



# Paid Parental Leave Ordinance: Common Compliance Issues



# Paid Parental Leave Ordinance: Common Compliance Issues

Notifying employees about their rights: *as soon as you become aware that an employee expects to become a parent via birth, adoption, or fostering*, provide them with the PPLO form and document that you provided the form.

## Common misconceptions:

- \* Paid Family Leave and PPLO compensation are only for birth mothers (false).
- \* An employee has to take their eight weeks all at once (false).
- \* If an employee hasn't worked for 180 days, I don't need to notify them of their rights (false, against plain language of law).



# Paid Parental Leave Ordinance Best Practices



Update your Employee Handbook/Portal about PPLO.



Train everyone – supervisors, managers, etc – on PPLO duties.



Keep records of the PPLO form: language (English/Spanish/Chinese/other), date provided to employee, date returned by employee.



Communicate with the employee before, during and after leave.



Maintain all EDD records and payroll records.



Use the Calculation Instructions on the PPLO website.



Pay the employee supplemental compensation at regularly scheduled pay periods.



Contact OLSE if you have questions.

# Employer Resources on PPLO Website

- Official Notice – required to be posted.
- Webinar slides and audio presentations.
- Downloadable Excel calculators.
- Written Calculation Instructions.
- FAQs.
- Rules.
- Employee & Employer documents in multiple languages.

[www.sf.gov/pplo](http://www.sf.gov/pplo)



# Questions?

415.554.4190

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