



CITY AND COUNTY OF SAN FRANCISCO
Department of Human Resources

PAID PARENTAL LEAVE – Authorization to Use Accrued Leave Credits

This authorization form should be completed by the employee to authorize the use of accrued leave credits during an approved parental leave. A completed form should be attached with the employee's FMLA Leave Form(s), and submitted directly to the employee's HR Department.

Name: _____
(Please print) (Social Security No.)

Address: _____
(Street) (City, State ZIP)

Department: _____
(Number) (Name)

Dates of Leave: _____
(From) (Through)

Please check one:

☐ I request to use the following accrued paid leave during my leave:

- ☐ Vacation
- ☐ Sick Leave*
- ☐ Comp Time
- ☐ Floating Holidays
- ☐ Administrative/Executive Leave
- ☐ Other: Please describe

☐ I will not use any accrued paid leave during my leave

* Use of Sick Leave with pay credits is mandatory during an FMLA related leave.

IMPORTANT NOTE: Employees on approved Parental Leave must first exhaust all accrued paid leave (e.g. sick leave, vacation, compensatory time, administrative or executive leave, floating holidays) before receiving any supplemental compensation. If an employee chooses not to exhaust these leaves, the total amount of the benefit for which the employee would otherwise have been eligible will be reduced by the amount of paid leave accrued by the employee as of the start of the leave.

Employee Signature

Date