



PAID PARENTAL LEAVE – Employee Acknowledgement

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

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

Department: _____
(Number) (Name)

Dates of Leave: _____
(From) (Through)

If I voluntarily separate from City service:

- **prior to returning to work from a Paid Parental Leave; or**
 - **within six months of returning to work after a Paid Parental Leave:**
1. I understand and agree that under San Francisco Charter Section A8.365-5, all Paid Parental Leave supplemental pay and the pecuniary value of any benefits (together, “Compensation”) shall be treated as a loan, which I must repay to the City with interest;
 2. I understand and agree that the City will calculate interest on the Compensation at a rate equal to the greater of:
 - the rate received for the concurrent period by Treasurer’s Pooled Cash Account; or
 - the minimum amount necessary to avoid imputed income under the Internal Revenue Code of 1986, as mended from time to time, and any successor statute;
 3. I understand and agree that the Compensation, together with the interest due, will be a debt I must repay to the City. I will be responsible for repaying the debt in equal monthly installments over a period to be determined in the discussions with the City, not to exceed 5 years, commencing 30 days following my separation from City employment.

Signature: _____ **Date:** _____

Return this completed form with your Request for Leave and Leave Protections form to your department’s personnel representative.

cc: Official Employee Personnel Folder