



Gavin Newsom  
Mayor


Ted T. Yamasaki  
Acting Human Resources Director

**MEMORANDUM**  
**DHR No. 01-2007**

**DATE:** February 15, 2007

**TO:** Department Heads  
Personnel Officers

**CC:** Payroll and Personnel Representatives

**FROM:** Ted T. Yamasaki   
Acting Human Resources Director

**SUBJECT:** Implementation of Paid Sick Leave Ordinance (Proposition F) –  
Administrative Code Chapter 12W

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On February 5, 2007, you received a memorandum from Steve Ponder, Compensation Manager, outlining the basic provisions of Administrative Code, Chapter 12W – Paid Sick Leave Ordinance, passed by the voters of San Francisco in November 2006 as Proposition F. That memorandum also outlined the Ordinance’s impact on City employees, as well as some of the implementation requirements.

The purpose of the current memorandum is to supplement the February 5<sup>th</sup> memorandum with additional information and specific instructions regarding the implementation of certain provisions of the Paid Sick Leave Ordinance. Please continue to refer to the prior memorandum for general guidance. A copy of that document and its attachments are appended to this memorandum for your reference.

**Employee Information Posting Requirement**

All departments must immediately post a notice informing employees of their rights under the Paid Sick Leave Ordinance in locations where employees can read it easily. These locations should include all bulletin boards designated by the department for the posting of official notices. The notice, published in six languages, may be downloaded from the Office of Labor Standards Enforcement (OLSE) Paid Sick Leave Ordinance web page:  
[http://www.sfgov.org/site/olse\\_index.asp?id=49389](http://www.sfgov.org/site/olse_index.asp?id=49389)

**Paid Sick Leave Ordinance Designated Person Form**

The Paid Sick Leave Ordinance obligates all employers to provide employees who have no spouse or registered domestic partner with the opportunity, on an annual basis, to identify a “Designated Person” for whom the employee may use paid sick leave, accrued under the provisions of the Paid Sick Leave Ordinance, to provide aid or care. The employer must provide a window of ten (10) work days on an annual basis during which the employee may make a designation, or change a

designation previously made. Attached to this memorandum is the 2007 Designated Person Form for use by employees in identifying a “designated person” as permitted by the Paid Sick Leave Ordinance.

- **Current Employees:** The form must be distributed or mailed to all employees with active appointments, regardless of current payroll status, no later than Friday, February 23, 2007. Employees have a ten (10) day period, through close-of-business Friday, March 9, 2007, during which they may submit the form to their department Personnel/Human Resources Office.
- **Newly Hired Employees:** All employees new to City employment, regardless of Civil Service appointment type, must be provided with a copy of the Designated Person Form during appointment processing, and be given ten (10) working days to submit the form.
- **Maintenance of Forms:** Departments are asked to maintain submitted Designated Person Forms in the employees’ personnel folders.
- **PeopleSoft Tracking:** The PeopleSoft system is being revised to include data fields to track the names of designated persons, and the dates of designation. Further instructions will be provided within the next few weeks on data entry and data maintenance processes. The need for extensive training is not anticipated.

As we move into full implementation of the Paid Sick Leave Ordinance, additional policy interpretations and process decisions are likely to be made. We will issue additional implementation communications as necessary. In the meantime, please contact your assigned Client Services Representative with any questions you may have.