



DESIGNATED PERSON FORM

Paid Sick Leave Ordinance
 (SF Administrative Code Chapter 12W)
Public Health Emergency Leave
 (SF Police Code Art. 33P, §3300P.1 *et seq.*)
California Family Rights Act (CFRA)
 (California Government Code §12945.2)
Kin Care Law
 (California Labor Code § 233)

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| <input type="checkbox"/> Paid Sick Leave Ordinance | <input type="checkbox"/> California Family Rights Act |
| <input type="checkbox"/> Public Health Emergency Leave Ordinance | <input type="checkbox"/> Kin Care Law |

Check all that apply

- Pursuant to San Francisco’s Paid Sick Leave and Public Health Emergency Leave Ordinances, if you are eligible for these leaves, and you have no spouse or registered domestic partner, you may designate a person for whom you can take these paid leaves to provide aid or care.
- Effective January 1, 2023, amendments to CFRA allow you to take leave to care for a “designated person.” The law defines “designated person” under CFRA as an individual related to you by blood or whose association with you is equivalent to a family relationship.
- Effective January 1, 2023, legislative amendments expand the term “family member” under the Kin Care Law, which governs use of paid sick leave, to include “designated person.”

If you wish to identify a “designated person” you must do so on this form and sign and date the certification below.

Employee’s Name	Employee ID#
Job Code and Title	Department
Designated Person’s Name	Relationship

If I am designating a person for whom I will use leave under the San Francisco ordinances, I hereby certify that I do not have a spouse or registered domestic partner. If I marry, or register a domestic partner, I will no longer be eligible to use paid sick leave for a “designated person” and shall immediately inform my departmental personnel officer.

 Employee’s Signature

 Date

This designation form must be submitted to your department’s Personnel / Human Resources Office at the time you request leave. Employees will be limited to one designated person during a 12-month period.