



**Paid Sick Leave Ordinance—Administrative Code Chapter 12W  
Designated Person Form**

Eligible City and County of San Francisco employees who don't have spouses or registered domestic partners may designate a person for whom they can use paid sick leave under the Paid Sick Leave Ordinance. The only employees eligible to designate a person are those in the following bargaining units:

- SEIU Committee of Interns and Residents
- International Federation of Professional & Technical Engineers, Local 21
- Unrepresented (no collective bargaining unit)

MTA

- TWU 250-A 7410
- TWU 250-A 9132
- TWU 250-A 9163

Eligible employees must use this form to designate a person.

<b>Employee First Name</b>	<b>Last Name</b>
<b>Employee ID</b>	<b>Job Code</b>
<b>Department</b>	<b>Title</b>
<b>Designated Person First and Last Name</b>	

*I certify that I do not have a spouse or registered domestic partner. If I marry, or register a domestic partnership, I will no longer be eligible to use paid sick leave for a designated person and will immediately inform my departmental personnel officer or human resources representative.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Beginning in 2018, the annual enrollment period for eligible employees is between the first and third Mondays in October. Eligible employees must return this designated person form to their departmental personnel officer or human resources representative no later than close of business on the third Monday of October. Newly appointed eligible employees must submit this form within 10 working days of receiving it from their departmental personnel officer or human resources representative.