



Gavin Newsom
Mayor

Micki Callahan
Human Resources Director


MEMORANDUM

DHR No. 04-2008

DATE: February 8, 2008

TO: Department Heads
Departmental Personnel Officers

CC: Payroll and Personnel Representatives

FROM: Micki Callahan
Human Resources Director 

SUBJECT: Updated Paid Sick Leave Ordinance Form and Instructions—
Administrative Code Section 12W

As you are aware, Administrative Code Section 12W (Paid Sick Leave Ordinance) provides that all employees, including those designated “As-Needed” or “Temporary Exempt” under Charter Category 16, are minimally entitled to accrue sick leave at the rate of one hour per thirty hours worked. Please see the appended memorandum issued in February 2007 by the Department of Human Resources providing guidance regarding the specific provisions and requirements of the Paid Sick Leave Ordinance.

Further, employees who have no spouse or registered domestic partner may, during a period of ten business days each year, identify a “Designated Person” for whom they can provide aid or care if needed using sick leave accrued pursuant to the Paid Sick Leave Ordinance. The sign-up period to identify a “Designated Person” for this year is from **February 18, 2008 through close-of-business February 29, 2008**.

Please note that these provisions do not apply to employees covered by the following Memoranda of Understanding (“MOU”):

- Teamsters, Local 856, Supervising Registered Nurses—refer to the MOU on the Department of Human Resources website at http://www.sfgov.org/site/sfdhr_page.asp?id=50899 for information on the limited exception for those employees who identified a “Designated Person” prior to March 5, 2007
- SEIU Local 1021, Staff Nurse and Per Diem MOU (Unit 8-D)
- San Francisco Police Officers’ Association (Units P-1 and P-2A)
- San Francisco Fire Fighters’ Union, Local 798, IAFF, AFL-CIO (Units 1 and 2)

Notification and Posting Requirements

Departments are required to distribute the attached 2008 Designated Person Form to all employees with active appointments, regardless of current payroll status, **no later than Friday, February 15th**.

Employees must return the 2008 Designated Person Form to their Departmental Personnel Officer or Client Services Representative no later than close-of-business Friday, February 29th in order to identify a new, or change a previously identified, "Designated Person."

Departments are also required to provide all new employees, regardless of Civil Service appointment type, with the 2008 Designated Person Form at the time of hire and allow them ten (10) business days to return the form.

An employee's "Designated Person" information must be maintained in his or her personnel file and entered into PeopleSoft.

As a reminder, departments are required to post a notice informing employees of their rights under the Paid Sick Leave Ordinance in locations where it can be easily accessed and read. The notice, published in six languages, may be downloaded from the Office of Labor Standards Enforcement website at http://www.sfgov.org/site/olse_index.asp?id=49389.

Additional Information

Please go to the Office of Labor Standards Enforcement website at <http://www.sfgov.org/site/olse> for general information regarding the Paid Sick Leave Ordinance. For questions regarding the administration of the Paid Sick Leave Ordinance, contact Steve Ponder, Compensation Manager, at (415) 557-4917 or Steve.Ponder@sfgov.org.