

SAN FRANCISCO

PAID SICK LEAVE ORDINANCE

An employee who, on or after February 5, 2007, works in San Francisco within a calendar year from the commencement of employment is entitled to paid sick days.

An employee can accrue **one hour of paid sick time for every 30 hours worked**, beginning their first day of employment (as of 1/1/2017). Prior to 1/1/2017, an employee did not accrue paid sick leave until 90 days after the start of employment.

An employee shall be entitled to use accrued paid sick days beginning on the 90th day of employment.

An employee can accrue up to 72 hours in a calendar year (cap). There is a “floating” cap—whenever an employee’s accrued leave drops below the 72-hour cap due to usage, the employee begins again to accrue paid sick leave.

There is no limit to an employee’s use of accrued sick leave to anything less than the amount the employee has earned.

Unused accrued paid sick leave carries over from year to year.



EFFECTIVE: 2/5/2007 (amended 1/1/2017)

Paid Sick Leave – Use of

- Diagnosis, care, or treatment of an existing health condition of, or preventive care for (added as of 1/1/2017), an employee or an employee’s family member;
- For an employee who is a victim of domestic violence, sexual assault, or stalking according to the regulations (added as of 1/1/2017).
- For purposes related to donating the employee or an employee’s family member’s bone marrow or an organ of the employee or employee’s family member to another person (added as of 1/1/2017).

Employee can use paid sick time in one (1) hour increments.

Note: An employee must miss scheduled work time in order to receive paid leave for the absence.

Family Member

- Child (biological, adopted, or foster child, stepchild, legal ward, child of a domestic partner and a child to whom the employee stands in loco parentis);
- Biological, adoptive, or foster parent; step- parent, or legal guardian of an employee or the employee’s spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child;
- Spouse;
- Registered domestic partner;
- Grandparent;
- Grandchild;
- Sibling.

Designated Person

If an employee has no spouse or registered domestic partner, the employee may designate one person for whom s/he may use paid sick leave to provide aid or care. This designation must be on file with the employer before the employee may use paid sick leave for this purpose. The opportunity to make such a designation is on an annual basis, with a window of 10 work days from the employee to make this designation.

Paid Sick Leave – Employee Notice Requirement

- Employee must accumulate sick time (see below) before requesting use of sick leave.
- Employee must notify customer and Superior branch representative about his/her illness as soon as possible, but not later than the same day of his/her absence from work (except in cases of acts of force majeure).

Paid Sick Leave - Accrual

- For every 30 hours worked, an employee shall accrue one hour of paid sick leave

Employee	How Sick Leave is Paid
Non-exempt	(1) In the same manner as the regular rate of pay for the workweek in which sick leave is used, whether or not the employee actually works overtime in that workweek; OR (2) Divide the employee's total wages, not including overtime premium pay, by the employee's total hours worked in the full pay period of the prior 90 days of employment.
Exempt	In the same manner the employer calculates wages for other forms of paid leave time

90-day time period is regardless of *where* the employee worked—it just has to be 90 days with Superior Group/SDI

Note: If an employer has a paid leave policy, such as PTO or vacation policy, that makes available to employees leave that may be used for the same purposes specified in the Ordinance (or for any purpose) and that is sufficient to meet the Ordinance's requirements for paid sick leave accrual, then it is not required to provide additional paid sick leave.

- Does not accrue on sick or vacation hours
- Only accrues in hour-unit increments
- Employees may not have more than 72 hours of accrued paid sick leave saved at any time (floating cap)
- Once employees hit their floating cap (i.e., 72 hours), they no longer accrue paid sick leave until they use some of the hours they have "in the bank"
- Accrued paid sick leave does not expire; it carries over from year-to-year

Paid Sick Leave – Upon Termination

- Accrued unused paid sick leave **is not paid out** upon termination, resignation, retirement, or other separation from employment

Note: Only paid out if using a PTO or vacation policy to comply with the Ordinance

Rehires

If rehired by Superior Group or SDI within 12 months from the previous date of separation, previously accrued and unused paid sick days shall be reinstated.

The employee shall be entitled to use those previously accrued and unused sick days after 90 days of employment with Superior Group or SDI (counting their previous time working for Superior Group and SDI) and to accrue additional paid sick days upon rehiring.

San Francisco Zip Codes Included – In SAP mark subarea as “San Francisco”

94102	94124	94147
94103	94125	94151
94104	94126	94153
94105	94127	94154
94107	94128 (included now)	94156
94108	94129	94158
94109	94130	94159
94110	94131	94160
94111	94132	94161
94112	94133	94162
94114	94134	94163
94115	94137	94164
94116	94139	94171
94117	94140	94172
94118	94141	94177
94119	94142	94188
94120	94143	
94121	94144	
94122	94145	
94123	94146	



City & County of San Francisco Paid Sick Leave



California Healthy Workplaces/Healthy Families Act & SF Paid Sick Leave Ordinance

Employees in San Francisco are entitled to paid sick leave under both California and local San Francisco law.

How Much Paid Sick Leave Do San Francisco Employees Accrue?

- One hour of paid sick leave for every 30 hours worked
- Employees begin accruing sick leave on the 1st day of employment
- Employers with 10 or more employees must allow employees to accrue at least up to 72 hours.
- Employers with less than 10 employees may provide paid sick leave in different ways:

- Allow employees to accrue up to at least 48 hours; or
- Provide an "advance" of 24 hours or 3 days of paid sick leave to comply with the State law "up-front option," and later allow employees to accrue up to 40 hours to comply with SF law.

- Accrued paid sick leave carries over from year to year
- Amount of available paid sick leave must be listed on each paycheck or wage statement

When and How Can Employees Use Paid Sick Leave?

- Can start using paid sick leave on the 90th day of employment
- May use paid sick leave for an existing health condition or preventive care, or for specified purposes for an employee who is a victim of domestic violence, sexual assault, or stalking
- May use paid sick leave for employee's own care or care of a specified family member or designated person

ONE HOUR EARNED
for every
30 WORKED

Retaliation or discrimination against an employee who requests and/or uses paid sick days is prohibited. An employee can file a complaint against an employer who retaliates or discriminates against the employee or who fails to provide required sick leave. For more information, contact:

California Labor Commissioner's San Francisco Office: (415) 703-5300 http://www.dir.ca.gov/dlse/paid_sick_leave.htm

San Francisco Office of Labor Standards Enforcement: (415) 554-6271; pslo@sfgov.org

Licencia por enfermedad

- Su empleador está obligado a proporcionar por enfermedad corta
- Usted puede tomar licencia por enfermedad para cuidar de sí mismo o un miembro de la familia
- Si su empleador no sigue la ley o si tiene alguna pregunta acerca de la ley, llame a la Oficina de Normas Laborales en San Francisco al 415-554-6271 or llame al Oficina del Comisionado Laboral del Estado de California a (415) 703-5300
- La licencia por enfermedad se acumulan a razón de 1 hora de licencia por cada 30 horas trabajadas
- Su empleador no está autorizado a tomar represalias contra usted por denunciar una violación



帶薪病假

- 你的僱主必須提供帶薪病假
- 你可以請病假來照顧自己或家庭成員
- 如果你的僱主不遵守法律, 如果您有關於法律問題, 請
- 致電 San Francisco OLSE 在415-554-6271 或致電(415)703-5300 聯絡加州勞工專員
- 病假1小時休假的速度累積 每30工作小時
- 你的僱主不得打擊報復您舉 報違規



Iwan May Nabayaran Na

- Ang iyong tagapag-empleyo ay kinakailangan upang magbigay ng bayad na sick leave
- Maaari kang kumuha ng sick leave sa pag-aalaga para sa iyong sarili o isang miyembro ng pamilya
- Kung ang iyong tagapag-empleyo ay hindi sundin ang mga batas o kung mayroon kang mga katanungan tungkol sa batas
- tawagan San Francisco OLSE sa 415-554-6271 o tawagan ang Komisyoner ng Paggawa ng California sa (415)703-5300.
- Sick leave nakakaipon sa rate ng 1 oras ng leave para sa bawat 30
- oras nagtrabaho
- Ang iyong tagapag-empleyo ay hindi pinahihintulutan na gumanti sa iyo sa pag-uulat ng paglabag





CONFIDENTIAL



“DESIGNATED PERSON” FORM FOR PAID SICK LEAVE

Under the San Francisco Paid Sick Leave Ordinance, employees may use paid sick leave when they or a member of their family are ill or injured or for the purpose of receiving medical care, treatment, or diagnosis.

In addition to using paid sick leave as specified above, if an employee has no spouse or registered domestic partner, he or she may designate one person for whom the employee may use paid sick leave to aid or care for the person.

Employers must offer the opportunity to make a designation no later than 30 work hours after the date paid sick leave begins to accrue. Employees have 10 work days to make this designation, and thereafter do not have the right to make or change the designation until next offered by the employer. Employers must offer the opportunity to make or change the designation on an annual basis, again with a window of 10 work days for the employee to make or change the designation.

Employee Name:

Name of Designated Person:

I certify that I have no spouse or registered domestic partner. I designate the person listed above as my Designated Person for whom I may use paid sick leave pursuant to the San Francisco Paid Sick Leave Ordinance. I understand that if I have a spouse or registered domestic partner in the future, I will no longer be able to use paid sick leave to care for my Designated Person.

Employee Signature:	Date:
----------------------------	--------------

Post Where Employees Can Read Easily. Violators Shall be Subject to Penalties.

OFFICIAL NOTICE

San Francisco Minimum Wage

Rate Effective July 1, 2016



Minimum Wage Rate

\$13.00 PER HOUR

Beginning July 1, 2016, all employers must pay to each employee who performs work in San Francisco (including temporary and part-time employees) wages not less than \$13.00 per hour.

The minimum wage requirement, set forth in the San Francisco Minimum Wage Ordinance, Chapter 12R of the San Francisco Administrative Code, applies to adult and minor employees who work two (2) or more hours per week.

Under the Ordinance, employees who assert their rights to receive the City's minimum wage are protected from retaliation. Employees may file a civil lawsuit against their employers for any violation of the Ordinance. The City can investigate possible violations, shall have access to payroll records, and can enforce the minimum wage requirements by ordering reinstatement of employees, payment of back wages unlawfully withheld, and penalties.

If you should have any questions or require additional information, please contact your employer or the Office of Labor Standards Enforcement (OLSE) at (415) 554-6292 or email MWO@sfgov.org.

*Favor de publicar este aviso donde los empleados lo puedan leer fácilmente
Los Infractores Podrán ser Sujetos a Multas.*

AVISO OFICIAL

A partir del 1º de julio de 2016, todos los empleadores deben pagar a cada empleado que trabaja en San Francisco (incluyendo a los trabajadores temporales y de tiempo parcial) un salario de no menos de \$13.00 por hora.

El requisito de salario mínimo, establecido en la Ordenanza del Salario Mínimo de San Francisco, Capítulo 12R del Código Administrativo de San Francisco, es para trabajadores adultos y menores que trabajan dos (2) o más horas por semana.

Bajo la Ordenanza, los empleados que hacen valer sus derechos de recibir el salario mínimo de la Ciudad están protegidos contra represalia. Los empleados pueden presentar una demanda civil contra sus empleadores en caso de cualquier violación de la Ordenanza. La Ciudad podrá investigar las violaciones posibles, tendrá acceso a registros de nómina, y podrá imponer los requisitos del salario mínimo por medio de ordenar el restablecimiento de empleados y el pago de sueldos atrasados retenidos ilegalmente, y podrá aplicar sanciones.

Si tiene alguna pregunta o si desea más información, contacte a su empleador o a la Oficina de Ejecución de las Normas Laborales (Office of Labor Standards Enforcement: OLSE) llamando al (415) 554-6292 o por correo electrónico a MWO@sfgov.org.

**請張貼在僱員容易看到的地方。違例者將受到懲罰
正式通告**

自2016年7月1日開始，所有僱主必須支付在三藩市市內工作的每位僱員 (包括臨時僱員及兼職僱員) 工資不低於每小時 \$13.00 美元。

根據三藩市的最低工資法令及三藩市行政令第12R章，這最低工資規定適用於成人和青少年僱員在每星期工作兩(2)小時或以上者。

依照本條例，僱員要求獲得本市最低工資的權利受法律保護不會受到報復，僱員有權以任何違反條例的理由控告僱主。市政府有權調查可能的違法行為，有權取得員工薪水記錄，透過安排僱員復職，補償未付薪資及罰款，強制執行最低工資規定。

若有任何疑問或需要其他資訊，請與你的僱主聯絡；亦可致電 (415) 554-6292，或電郵至 MWO@SFGOV.ORG 與勞工標準執行署(OLSE) 聯絡。

San Francisco Minimum Wage

\$13.00

Xin Treo Nơi Nhân Viên Có Thể Đọc Dễ Dàng. Những người Vi phạm sẽ bị những Hình phạt.

THÔNG CÁO CHÍNH THỨC

Bắt đầu từ ngày 1 tháng 7 năm 2016, các nhà tuyển dụng sẽ phải trả cho mỗi nhân viên làm việc tại San Francisco (bao gồm cả nhân viên tạm thời và bán thời gian) lương không ít hơn 13 đô la một giờ.

Đòi hỏi về tiền lương tối thiểu, ấn định trong Sắc lệnh về Tiền lương Tối thiểu của San Francisco, Chương 12R của Bộ Luật Hành chính San Francisco, áp dụng cho những nhân viên người lớn và vị thành niên làm việc hai (2) tiếng hoặc hơn hàng tuần.

Theo Sắc lệnh này, nhân viên đòi quyền được trả lương tối thiểu của Thành phố được bảo vệ không bị trả đũa. Nhân viên có thể kiện chủ nhân về những vi phạm Sắc lệnh. Thành phố có thể điều tra những vi phạm, truy cập hồ sơ lương bổng, và có thể bắt tuân theo sắc lệnh về lương tối thiểu bằng cách ra lệnh phục hồi việc làm cho nhân viên, hoàn trả lại tiền lương thiếu đã giữ lại bất hợp pháp và trả tiền phạt.

Nếu bạn có câu hỏi hoặc cần thêm thông tin, xin hãy liên lạc chủ nhân của bạn hoặc Văn phòng Chấp hành Tiêu chuẩn Lao động (Office of Labor Standards Enforcement (OLSE)) tại số (415) 554-6292 hoặc gửi điện thư cho chúng tôi tại MWO@sfgov.org.

ПОМЕСТИТЬ ЭТО ОБЪЯВЛЕНИЕ НА ВИДНЫХ МЕСТАХ. НАРУШИТЕЛИ ПОДЛЕЖАТ ШТРАФНЫМ САНКЦИЯМ.

ОФИЦИАЛЬНОЕ УВЕДОМЛЕНИЕ

МИНИМАЛЬНАЯ ЗАРПЛАТА В САН-ФРАНЦИСКО

Начиная с 1 июля 2016 г. все работодатели г. Сан-Франциско обязаны платить каждому работающему в г. Сан-Франциско сотруднику (включая временных сотрудников и работников с частичной занятостью) тарифную ставку не менее \$13,00 в час.

ТРЕБОВАНИЕ К МИНИМАЛЬНОЙ ЗАРПЛАТЕ, ИЗЛОЖЕННОЕ В ПОСТАНОВЛЕНИИ О МИНИМАЛЬНОЙ ОПЛАТЕ ТРУДА, ГЛАВА 12R АДМИНИСТРАТИВНОГО КОДЕКСА САН-ФРАНЦИСКО, РАСПРОСТРАНЯЕТСЯ НА ВЗРОСЛЫХ И МАЛОЛЕТНИХ СОТРУДНИКОВ, РАБОТАЮЩИХ НЕ МЕНЕЕ ДВУХ (2) ЧАСОВ В НЕДЕЛЮ.

СОГЛАСНО ПОСТАНОВЛЕНИЮ, РАБОТНИКИ, ОТСТАИВАЮЩИЕ СВОИ ПРАВА НА МИНИМАЛЬНУЮ ЗАРАБОТНУЮ ПЛАТУ, УТВЕРЖДЕННУЮ АДМИНИСТРАЦИЕЙ ГОРОДА, ЗАЩИЩЕНЫ ОТ ПРЕСЛЕДОВАНИЙ. РАБОТНИКИ МОГУТ ПОДАТЬ ГРАЖДАНСКИЙ ИСК ПРОТИВ РАБОТОДАТЕЛЕЙ ЗА ЛЮБОЕ НАРУШЕНИЕ ПОСТАНОВЛЕНИЯ. АДМИНИСТРАЦИЯ ГОРОДА МОЖЕТ РАССЛЕДОВАТЬ ВОЗМОЖНЫЕ НАРУШЕНИЯ, ДОЛЖНА ИМЕТЬ ДОСТУП К ПЛАТЕЖНЫМ ВЕДОМОСТЯМ И ИМЕЕТ ПРАВО ПРИНУДИТЬ РАБОТОДАТЕЛЯ К СОБЛЮДЕНИЮ ТРЕБОВАНИЙ О ВЫПЛАТЕ МИНИМАЛЬНОЙ ЗАРАБОТНОЙ ПЛАТЫ С ПОМОЩЬЮ ТРЕБОВАНИЯ НА ВОССТАНОВЛЕНИЕ РАБОТНИКА, ВЫПЛАТЫ НЕЗАКОННО УДЕРЖАННОЙ ЗАРПЛАТЫ И НАЛОЖЕНИЯ ШТРАФОВ.

С ЛЮБЫМИ ВОПРОСАМИ ИЛИ ЗА ДОПОЛНИТЕЛЬНОЙ ИНФОРМАЦИЕЙ ОБРАЩАЙТЕСЬ К ВАШЕМУ РАБОТОДАТЕЛЮ ИЛИ В УПРАВЛЕНИЕ ПО КОНТРОЛЮ ЗА СОБЛЮДЕНИЕМ ТРУДОВОГО ЗАКОНОДАТЕЛЬСТВА (OLSE) ПО ТЕЛЕФОНУ: (415) 554-6292 ИЛИ ЭЛЕКТРОННОЙ ПОЧТЕ: MWO@sfgov.org.

***Paki Ilagay Kung Saan Madaling Mabasa Ng Mga Empleyado.
Ang Mga Lumalabag ay Kailangan na Dapat Maparusahan.***

PANG-UNAWANG OPISYAL

Simula ng Julio 1, 2016, lahat ng mga employer ay dapat magbayad sa bawat empleyado na namamasukan sa San Francisco (kasama ang pansamantala at part-time na mga empleyado) ng sahod na hindi bababa sa \$13.00 bawat oras.

Ang pinakamababang sahod na kinakailangan, na nakatakdang pasulong sa Ordinansa sa Pinakamababang Sahod ng San Francisco, Kapitulo 12R ng Kodikong Administratibo ng San Francisco, ay nalalapat sa sinumang mga matatanda at mga menor na empleyado na nagtrabaho ng dalawang oras (2) o higit pa sa loob ng isang linggo.

Sa ilalim ng Ordinansa, sinumang empleyado na pinapanindigan ang kanilang mga karapatan na tumanggap ng pinakamababang sahod ng Siyudad ay protektado labas sa retalyasyon. Ang mga empleyado ay maaaring maghain ng litigasyong sibil laban sa kanilang maypagawa para sa anumang paglabag ng Ordinansa. Ang Siyudad ay maaaring mag-imbistiga sa posibilidad na paglabag, mayroon din silang daan sa mga talaan ng suweldo, at maaaring ipasunod ang mga kinakailangan sa pinakamababang sahod sa pamamagitan ng pag-uutos ng pagkakabalik sa dati ng mga empleyado, kabayaran sa sahod sa nakaraan na nakakalabag sa batas na, at ang mga multa.

Kung ikaw ay mayroong mga katanungan o pangailangan na karagdagan na impormasyon, paki-kontak ang iyong maygawa o sa Opisina ng Gawaing Pamantayan/Tagapagtupad (OGPT) sa (415) 554-6292 o E-mail kami sa MWO@sfgov.org.