

HOW TO COMPLY WITH THE FAMILY FRIENDLY WORKPLACE ORDINANCE

Is the request covered under the San Francisco Family Friendly Workplace Ordinance (FFWO)?

- You have 20 or more employees.
- You have employees working within the geographic boundaries of San Francisco (includes teleworkers assigned to a San Francisco office).
- Your employee regularly works 8 or more hours per week in San Francisco for 6 months or more.
- The employee is the primary contributor (*a person who is regularly and substantially engaged in providing ongoing care*) of any of the following:
 1. A child or children for whom the employee has assumed parental responsibility;
 2. A person or persons with a serious health condition in a family relationship with the caregiver; or
 3. A person who is age 65 or older and in a family relationship with a caregiver.

If you checked all of the above, the FFWO applies and you must follow the steps listed below:

