



DESIGNATED PERSON FORM
Paid Sick Leave Ordinance
(Administrative Code Chapter 12W)

Pursuant to the Paid Sick Leave Ordinance, Administrative Code Chapter 12W, an eligible City employee who has no spouse or registered domestic partner may designate a person for whom the employee may use paid sick leave to provide aid or care. 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	

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 during the two-week open enrollment each February. Please see your human resources representative for more information on open enrollment windows. Employees newly appointed to positions with the City and County of San Francisco must submit this form no later than ten (10) working days after their start work date.