

Family Friendly Workplace Ordinance (FFWO) Employer Process Flow Chart Effective 7/12/22

Employee Submits a Completed Written Request for FFWO Arrangement

Employer Agrees to Request and Grants Request in Writing Within 21 Days

Employer Does Not Agree To The Request and Employer and Employee must Engage in an Interactive Process

Employer and Employee Agree on an Alternative Arrangement and Employer Grants the Request in Writing Within 21 Days of Receiving the Initial Request

Employer and Employee Do Not Agree On An Alternative Arrangement and Employer Denies the Request Providing the Employee with a Written Determination Explaining the Undue Hardship and Right to Request Reconsideration Within 21 Days of Receiving the Initial Request

Employee Can Submit a Request for Reconsideration Within 30 Days of Receiving the Denial

Employer Must Meet with Employee Within 21 Days Of Receiving the Request for Reconsideration to Discuss the Request

Employer Makes Final Decision in Writing Within 14 Days of the Meeting