

# San Francisco Family Friendly Workplace Ordinance (FFWO) Request Form

## Note to the Employee:

You can use this form to request a flexible<sup>i</sup> or predictable<sup>ii</sup> working arrangement under the rights provided by Chapter 12Z of the San Francisco Administrative Code, the Family Friendly Workplace Ordinance (FFWO). The FFWO requires employers with 20 or more employees to consider requests from employees with caregiving responsibilities for

- 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 employee; or
- 3) a person or persons age 65 or older in a family relationship with the employee.

Your employer must respond to you in writing within 21 days of receiving your written request. You should therefore ensure that you submit your request well in advance of the date you wish the requested change to take effect. Your employer may ask for verification, with limitations, of your caregiving duties.

It is important that you complete all sections of this request form, providing as much information as you can about your desired working arrangement.

Give this completed form to your employer. (It is suggested you have your employer confirm receipt—see the bottom of this form—and make a copy for your own records.)

If your employer grants your request, they must confirm in writing. If your employer does not agree to the request as presented, they must meet with you to engage in an interactive process to discuss an agreeable alternative that meets your caregiving responsibilities. After engaging in an interactive process, your employer may deny the request if able to demonstrate undue hardship. Your employer must provide a written response that includes an explanation for the denial and notifies you of your right to request reconsideration within 30 days and file a complaint with OLSE. Upon receiving a request for reconsideration, your employer must arrange a meeting with you to discuss the request within 21 days. Your employer must send a final written decision to you within 14 days after the meeting.

## Request to Employer:

Pursuant to the rights provided under Section 12Z.4 of the Family Friendly Workplace Ordinance, I would like to apply for a flexible or predictable working arrangement that is different from my current arrangement. I confirm I meet each of the eligibility criteria as follows:

- You are employed within the geographic boundaries of San Francisco or you are teleworking and assigned to a San Francisco office; and
- You work regularly at least 8 hours per week; and
- You have been employed by your employer for 6 months or more; and
- You are the primary contributor to the ongoing care of any of the following:
  - (1) A child or children for whom the you have assumed parental responsibility;
  - (2) A person or persons with a serious health condition in a family relationship with you; or
  - (3) A person who is age 65 or older and in a family relationship with you.

## 1. Personal Information

Name		
Email Address	Phone: Cell	Phone: Home
Job Title	Supervisor	First day of work

## 2. Request Details

<p>2a. Describe your current working schedule or arrangement (days/hours/times/location worked):</p> <p>2b. Describe the working schedule or arrangement that you would like to work (proposed days/hours/times/location):</p>
<p>2c. I am requesting this arrangement to start on:</p> <p>2d. I require this arrangement until (end date):</p> <p>2e. How is your requested arrangement tied to your caregiving need?</p>

*I attest that the information above is true to the best of my knowledge and belief.*

Print Employee Name	
Employee Signature	Date

### ***Employer's Confirmation of Receipt***

Print Employer Name	
Employer Signature	Date

<sup>i</sup> A *flexible working arrangement* means a change in an employee's terms and conditions of employment that provides flexibility to assist the employee with caregiving responsibilities. A flexible working arrangement may include, but is not limited to, a modified work schedule, changes in start and/or end times for work, part-time employment, job sharing arrangements, working from home, telecommuting, a reduction or change in work duties, or part-year employment.

<sup>ii</sup> *Predictability* refers to giving workers as much advance notice of their work schedule as possible, and minimizing changes to schedules after they have been assigned. For instance, an employee could request that their employer give them a week's notice before scheduling them for an overtime assignment.