



# San Francisco, Oakland, Emeryville, and Berkeley Sick Leave Policy for Management and A&T Employees

## Have Questions?

## Contact the HR Solutions Center:

223-HELP,  
Option 2

Or

Submit an AskHR  
Request at  
<http://AskHR>

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## How the Policy Works

If you're a Management or administrative and technical (A&T) employee who works in the city or county of San Francisco, the city of Oakland, the city of Emeryville or the City of Berkeley, you may use up to 72 hours per calendar year of your annual paid sick leave to care for a family member\* or for a designated person that you have registered with the company.

You may use this time to care for a family member or designated person when that person is ill, injured, or receiving medical care, treatment or diagnosis.

If you do not have a spouse or registered domestic partner, you may register with PG&E the name of any individual who is not otherwise eligible as a family member. If you have a spouse or registered domestic partner, you may not designate an additional person.

Keep in mind; your use of sick leave under this ordinance does not extend the maximum period of leave to which you may be entitled under the California Family Rights Act or the federal Family and Medical Leave Act.

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## How to Add or Change a Sick Leave Designee

If you want to add or change a sick leave designated person:

Complete the form available at [mypgbenefits.com](http://mypgbenefits.com), and provide completed copies to your supervisor and to the PG&E HR Service Center:

**PG&E HR Solutions Center**  
**1850 Gateway Boulevard, 7th Floor**  
**Concord, CA 94520**  
**Fax: 925-459-7333**

*\*For purposes of the ordinance, "child" means a biological, foster, or adopted child; a stepchild; legal ward; child of a domestic partner; or child standing in loco parentis. "Parent" means a biological, foster, or adoptive parent; a stepparent; legal guardian; or a person who stood in loco parentis. Sibling, grandparent, and grandchild relationships also include relationships resulting from adoption; step-relationships; and foster care relationships.*

*This policy complies with the San Francisco Paid Sick Leave Ordinance, the Oakland Sick Minimum Wage Law, Emeryville's Minimum Wage Ordinance, and Berkeley Paid Sick Leave Ordinance.*