



Document number: CHR-OPS Leaves 001.07  
Name: Supplemental guidance on leaves of absence for San Francisco employees  
Revision: Version 2.0, effective April 1, 2021

## San Francisco employees

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### 1. Purpose

The leave of absence standard adopted by Stryker (“the company”) provides guidance regarding how the company handles certain leaves for eligible employees. The leave of absence standard is designed to apply to all eligible employees. Because of unique aspects related to leaves of absence in San Francisco, this document provides supplemental guidance to the Leave of Absence standard that will ensure uniform administration of leaves of absence for San Francisco employees. Note that the Supplemental Addendum on Leaves of Absence for California Employees (CHR-OPS-Leaves 001.1) will also apply to San Francisco employees.

### 2. Scope

This Standard applies to all company employees working within the city of San Francisco at least 40% of their total weekly hours and at least eight hours per week. An employee must have worked for the employer for 180 days and must be eligible for partial wage replacement under the PFL program to bond with a new child. At no time will Stryker allow an employee to collect benefits from the city of San Francisco if the employee is not working in San Francisco at the time of the leave of absence, even if the employee worked in San Francisco prior to the leave and moved to another location once the leave commenced. For additional questions please contact to myHR Leaves.

### 3. References

- 3.1. Leave of Absence Standard CHR-OPS-Leaves-001
- 3.2. Supplemental Guidance on Leaves of Absence for California Employees CHR-BEN-003

### 4. General Requirements

This standard will identify the company’s general policy and administration of employee leaves of absence that are covered by the San Francisco Paid Parental Leave Ordinance (SFPPLO).

### 5. Procedure

- 5.1. San Francisco Paid Parental Leave Ordinance
  - 5.1.1. Overview of Supplemental Compensation Provisions: For employees covered by SFPPLO, Stryker supplements California paid family leave (PFL) benefits so employees on parental leave receive full pay, subject to an annual cap. The PPLO benefit rate and duration hinge on the state plan's terms.

- 5.1.1.1. To qualify for this Supplemental Compensation, an employee must be employed 180 days prior to the start of the leave and must be eligible for partial wage replacement under the State of California’s Paid Family Leave (PFL) program to bond with a new child.
  - 5.1.1.1.1. For an employee who separates from employment prior to reaching 180 days of employment, his or her prior days of employment will count towards the 180 days eligibility period if that employee returns to work for the same employer within one year of their separation date.
  - 5.1.1.1.2. An employee who separates from employment after reaching 180 days of employment will not be required to complete a new 180 days eligibility period if rehired with the same employer within one year.
- 5.1.2. Covered employers shall provide employees with a copy of the San Francisco Paid Parental Leave form (PPL form) within a reasonable time after the employee tells the Stryker that they are in need of using SFPPLO.
  - 5.1.2.1. San Francisco Paid Parental Leave (PPL form) can be located at [www.sfgov.org/pplo](http://www.sfgov.org/pplo) or myHR, Leaves team.
  - 5.1.2.2. Covered employees must complete and submit the completed PPL form to their myHR, Leaves team along with their EDD form “Notice of Computation” (DE429D) for the myHR, Leaves team to calculate their SFPPLO benefit.
  - 5.1.2.3. PPL form requires the signature of the employee that states they will reimburse the full amount of the SFPPLO if the employee voluntarily separates from employment within 90 days of the end of the employee’s California Paid Family Leave (CAPFL).
  - 5.1.2.4. The company designates that this leave can be taken in a blocked leave of time or intermittently if the employee request it and that is available under California law.

## Document revision history

Revision level	Revision date	Effective date	Reason and description of revision
1.0		July 1, 2017	Initial Issuance
2.0	April 1, 2021	April 1, 2021	Annual Review