



# DEPARTMENT NOTICE

23-011

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## **SF Public Health Emergency Leave (PHEL)**

Effective October 1, 2022, the San Francisco Public Health Emergency Leave (PHEL) Ordinance requires City employers to provide 80 hours of paid leave annually to employees for officially declared public health emergencies. Qualifying public health emergencies are those associated with an infectious, contagious, or communicable disease, and with Air Quality Emergencies for employees who primarily work outdoors and are members of a vulnerable population. PHEL is in addition to other paid leaves, such as paid sick leave and vacation.

The PHEL requirement applies to only City employees who perform work within the geographic boundaries of the City and County of San Francisco. For example, the Airport Police Bureau is located outside of the geographic boundaries of San Francisco. To that end, employees assigned to the Airport Police Bureau are not eligible for PHEL. Employees who transfer from the Airport Police Bureau to a worksite within the geographic boundaries of San Francisco will become eligible for PHEL and receive the requisite allocation. Employees who transfer from a worksite within the geographic boundaries of San Francisco to the Airport Police Bureau will no longer be eligible for PHEL and will not be able to use any remaining PHEL balances. For employees whose official regular work assignment is at the Airport Police Bureau, working an overtime assignment or directed to work a special assignment within the boundaries of San Francisco such as the annual Pride Parade, will not establish eligibility for PHEL.

The City's PHEL Procedure, PHEL Notice, and related forms are all posted on the DHR website under Workplace Health and Safety > Public Health Emergency Leave at <https://sfdhr.org/public-health-emergency-leave>.

Questions or concerns should be emailed to [sfpd.staffservices@sfgov.org](mailto:sfpd.staffservices@sfgov.org).

A handwritten signature in blue ink that reads "William Scott".

**WILLIAM SCOTT**  
Chief of Police

*Per DN 20-150, all sworn & non-sworn members shall electronically acknowledge this Department document in PowerDMS. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be made to [sfpd.writtendirectives@sfgov.org](mailto:sfpd.writtendirectives@sfgov.org) who will provide additional information about the directive.*