



Request for Q-Leave – Civilian Only

To qualify for up to 40 hours of Q-Leave a Civilian employee must be COVID positive and fully vaccinated (initial vaccination regimen or COVID-19 vaccination/booster in the last 12 months). For Police or Fire employees please work through your chain of command to request Q-Leave.

Please send completed forms to COVID19@dallas.gov. Proof of your COVID positive test and full vaccination status are required and should be submitted with your request form. If you used a home test, the test must have your name and date of the test written on the physical test itself before taking the picture and sending it in as proof of being COVID positive.

Your request will be reviewed by HR and routed for approval by your department director.

Today's Date:

Employee ID #:

Full name:

Department:

Supervisor's name:

First day of work missed due to COVID-19:

Are you full-time or part-time? Full-time Part-time

If part-time how many hours do you work in a week?

Have you tested positive for COVID-19 and provided proof of your test? *

****Test must include your name and the date the test was taken (handwritten on home test).***

Have you been fully vaccinated against COVID? ** Yes No

*****At least 2 doses of Pfizer or Moderna or 1 dose of Johnson & Johnson OR a booster within the last 12 months.***

Have you provided proof of your vaccine status? Yes No

*For additional information on COVID-19 for City of Dallas Employees please visit:
<https://dallascityhall.com/departments/humanresources/Pages/COVIDEMP.aspx>*
