



Does your organization already provide paid sick time or another form of leave?

City of Dallas

The checklist below can help make sure that your policy meets the requirements of the City of Dallas Earned Paid Sick Time Ordinance.

Required Provisions

Employees Covered: All my employees who work at least 80 hours within the geographic boundaries of the City of Dallas in a year qualify for paid sick time.¹

- ┆ **Start:** If I am an employer with 6 or more employees, my employees start accruing paid sick time at the commencement of employment after August 1, 2019. If I am an employer with less than 6 employees, my employees start accruing paid sick time at the commencement of employment after August 1, 2021.²
- ┆ **Accrual Rate:** My employees earn the equivalent of at least 1 hour of paid sick time for every 30 hours worked within the geographic boundaries of the City of Dallas.³ If employees accrue leave in fraction-of-an-hour increments, I notify my employees of the increment in writing.⁴
- ┆ **Year:** If I use a 12-consecutive-month period other than a calendar year (e.g., fiscal year, anniversary of employee's start date, etc.) to determine accrual of paid sick time hours, I notify employees of the benefit year in writing.⁵
- ┆ **Accrual and Carryover:** If I am an employer with 15 or fewer employees, my employees can accrue and carryover to the next year at least 48 hours of paid sick time. If I am an employer with 16 or more employees, my employees can accrue and carryover to the next year at least 64 hours.⁶ OR:
 - I provide upfront (or frontload) my employees' paid sick time hours;⁷ and
 - The frontloading of the paid sick time meets or exceeds the requirements for accrual, use, and carryover of paid sick time.⁸
- ┆ **Use of Leave:** My employees may start using their paid sick time hours once they have worked at least 80 hours in a year within the geographic boundaries of the City of Dallas. I may restrict their use of leave for uses required by the Ordinance for a longer period of time (e.g., no vacation leave until an employee has worked 60 days).⁹
- ┆ **Permitted Uses:** My employees can use their paid sick time for at least the following uses,¹⁰ free from retaliation:¹¹
 - The employee's physical or mental illness, physical injury, preventative medical or health care, or health condition;¹²

¹ Section 20-2(5); Rule 1(a); Rule 2(a)(2). The use of the term "paid sick time" in this document should be interpreted to include other forms of paid leave that can be used for the uses required by the Ordinance (e.g., paid time off) and otherwise meet the minimum requirements of the Ordinance.

² Section 20-4.

³ Section 20-4; Rule 4.

⁴ Section 20-4(a); Rule 4(a).

⁵ Section 20-7(c).

⁶ Section 20-4; Rule 4.

⁷ Section 20-4(d); Rule 4(b).

⁸ Section 20-4; Rule 4.

⁹ Section 20-5(b); Rule 5(b). An employer may restrict an employee's use of paid sick time hours for 60 days if the employer establishes that the term of employment is at least one year.

¹⁰ Section 20-5; Rule 5.

¹¹ Section 20-8; Rule 12.

¹² Section 20-5(c)(1).

- The employee's need to care for their family member's physical or mental illness, physical injury, preventative medical or health care, or health condition;¹³ or
 - The employee's or their family member's need to seek medical attention, seek relocation, obtain services of a victim services organization, or participate in legal or court ordered action related to an incident of victimization from domestic abuse, sexual assault, or stalking involving the employee or the employee's family member.¹⁴
 - If I choose, my employees may use their paid sick time hours for other uses.¹⁵
- └ **Rehired Employees:** My employees who are rehired within six months following separation from employment may use any paid sick time available to the employee at the time of separation unless I chose to pay out their paid sick time.¹⁶
- └ **Statement:** I provide my employees, at least once a month, a statement, electronically or in writing, showing the name of the employee, the name of the employer, the statement's date, the statement period, the number of hours worked within the geographic boundaries of the city during the statement period, the amount of paid sick time accrued during the statement period, the amount of paid sick time used during the statement period, and the amount of the employee's available paid sick time.¹⁷
- └ **Handbook:** If I provide an employee handbook, it includes a notice of the employee's rights and remedies under Chapter 20 of the Dallas City Code.¹⁸
- └ **Recordkeeping:** I am keeping records establishing the amount of paid sick time accrued by, used by, and available to each employee for at least three years.¹⁹
- └ **Posters:** I have posted the required Notice Posters in a conspicuous place or places where notices to employees are customarily posted in English, Spanish, and any other primary languages of the employees.²⁰

Optional Policies

- └ **Reasonable Verification Procedures:** I may have reasonable verification procedure to verify that an employee's use of paid sick time for more than three consecutive work days is for a use authorized by the ordinance.²¹
- An employer shall not require an employee to explain the nature of the domestic abuse, sexual assault, stalking, illness, injury, health condition, or other health need necessitating the use of paid sick time.²²
- └ **Shared Leave Program:** I may have a shared leave program in which an employee may donate their accrued paid sick time hours or other hours to other employees.²³
- └ **Shift Swapping:** I may permit shift swapping, but it may not be used as barrier to paid sicktime use.²⁴
- └ **Pay Out:** I may pay out unused paid sick time upon employment separation. If I do this, I do not have to restore an employee's leave balance if they are rehired within 6 months.²⁵

¹³ Section 20-5(c)(2).

¹⁴ Section 20-5(c)(3).

¹⁵ Section 20-6; Rule 13.

¹⁶ Section 20-5(g); Rule 9.

¹⁷ Section 20-7(a), Rule 10.

¹⁸ Section 20-7(b).

¹⁹ Section 20-7(d); Rule 10(c).

²⁰ Section 20-7(e); Rule 11.

²¹ Section 20-5(d); Rule 6(a).

²² Section 20-5(d); Rule 6(b).

²³ Section 20-5(h).

²⁴ Section 20-5(h).

²⁵ Section 20-5(g); Rule 9.