



City of Dallas

Request for Q-Leave

To qualify for Q-Leave an employee must be COVID positive and fully vaccinated. Vaccine information must be uploaded to Apricity@Work.

Please send completed forms or copy and paste to an email and send to COVID19@dallascityhall.com.
Please also include documentation from your doctor's office or a positive test result.

Employee ID: _____

Your name (First then Last Only): _____

Department (3 digit code): _____

Supervisor (First then Last Only): _____

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? Yes _____ No _____

Have you been fully vaccinated against COVID19? Yes _____ No _____

Has your vaccine information been uploaded to Apricity@Work? Yes _____ No _____

Are you currently out on any other leave (FMLA, Vacation, etc.)? Yes _____ No _____

First Day Out of Work: _____

First Day Back to Work (or projected): _____