



Request for Q-Leave Civilian

To qualify for Q-Leave an employee must be COVID positive and fully vaccinated. Vaccine information must be uploaded to Apricity@Work. See [FAQ document](#) for process of uploading vaccine info.

Please send completed forms (or copy and paste into an email) to COVID19@dallas.gov.

Please include documentation from your doctor's office or a positive test result confirming you are COVID positive. If you used a home test the test must have your name and date of the test written on it before taking the picture and sending it in as proof of being COVID positive.

Please note if you are currently out on FMLA you are not eligible for Q-Leave.

Employee ID: _____

Your name (First then Last Only): _____

Department: _____

Supervisor name (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? _____

Are you a sworn/uniform or civilian employee? Civilian _____ Uniform _____

Have you attached your COVID positive results? Yes _____ No _____

What date did your COVID symptoms (if any) start? _____

When did you receive a COVID positive test (the date of the test itself)? _____

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

**At least 2 doses of Pfizer or Moderna or 1 dose Johnson & Johnson.*

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

First Day Out of Work: _____ *

Last Day Out of Work (or projected): _____ *

**The first day out should be the first day you missed work due to COVID, usually the onset of symptoms or the date you received your positive test result whichever is first. Your last day out should be your actual last day you missed work or your projected last day to miss work.*