



Applying for Paid Parental Leave

Step One: Apply for FMLA

- To apply for paid parental leave the first step is to get approved for FMLA, since FMLA approval is required for Paid Parental Leave. It is suggested to apply for FMLA at least 30 days in advance. Once FMLA is approved please move on to Step Two to continue the process of applying for Paid Parental Leave.
- Family Medical Leaves will be administered by FMLASource on behalf of the City of Dallas this will ensure that your leave decisions are made promptly, properly, and administered to protect your benefits and ensure that qualified claims are filed. You can find additional information on the Human Resources website by clicking [here](#).
- To apply call 1-833-515-0767, email fmlacenter@fmlasource.com or log on to www.fmlasource.com.
- Your information will be verified by a FMLASource Specialist who will initiate the FMLA leave process and answer any questions you may have.
- You will be notified of the status of your FMLA leave once it has been processed.

Step Two: Apply for Paid Parental Leave

- After approval of your FMLA, to continue applying for the 6 weeks of Paid Parental Leave please send the request form found [here](#) to CODEmployeePaidLeave@dallas.gov.
- If the baby is already born (or placed with you for adoption/foster) please send with your request form documentation proving the birth, adoption, or foster placement of your child.

Proof Documentation Requirements:

- The documentation sent in most often is the Verification of Birth Facts form received from the hospital after the child is born, or court paperwork for adoption or foster placement.
- The document is required to have the parent's full name (the parent applying for Paid Parental Leave) and the child's actual date of birth, adoption, or foster placement.
- We cannot accept letters from medical professionals that show the anticipated due date or induction date.
- You won't be able to submit documentation proving the birth until after the baby is born or formally placed.
- If the child is not born or placed with you yet, please just submit the form and send in proof documentation after birth/placement. When sending in your documentation be sure you include your employee ID number in the email.
- Once the documentation and request forms are received by Human Resources it will be reviewed by Human Resources to verify the documentation meets the requirements for Paid Parental Leave. If there are any issues with the documentation you will be notified via email.
- Human Resources will work with FMLASource to check the approval status of your FMLA request. FMLA must be approved for the dates being requested for Paid Parental Leave before the leave can be approved.
- Once a determination is made regarding the request for Paid Parental Leave the employee, their supervisor, and HR Partner will be notified of the outcome of your leave request by email. If the request is approved additional information will be included in the email that provides the processes for using Paid Parental Leave when entering time in Workday.
- Please be sure to read the [FAQs document](#) for Paid Parental Leave, so you are aware of the process and requirements while on Paid Parental Leave.
- For additional information about Paid Parental Leave please visit this [webpage](#).