

City of Dallas Leave Chart

Attendance Incentive - Administrative Directive 3-39

Part Time Civilian, Uniform Fire-Communications Bureau and Police			Full Time Civilian, Uniform Fire-Communications Bureau and Police			Uniform Fire Emergency Response Bureau		
Qtr Accrual	4 th Qtr Accrual	Total Max	Qtr Accrual	4 th Qtr Accrual	Total Max	Qtr Accrual	4 th Qtr Accrual	Total Max
4	8	24	8	16	48	12	24	72

Compensatory - Personnel Rules Sec 34-19, 34-24

Full Time Civilian Max Accrual	Uniform Fire & Police Max Accrual*
80	480
<i>* subject to quarterly comp time payout</i>	

Holidays - Sec 34-25

New Year's Day (Jan 1 st)	MLK Birthday (Jan 3 rd Mon)	President's Day (Feb 3 rd Mon)
Memorial Day (May last Mon)	Juneteenth (June 19 th)	Independence Day (July 4)
Labor Day (Sept 1 st Mon)	Indigenous People's Day (Oct 2 nd Mon)	Veterans Day (November 11 th)
Thanksgiving Day (Nov 4 th Thur)	Day after Thanksgiving (Day Thanksgiving)	Christmas Day (December 25 th)

Sick - Personnel Rules Sec 34-22

Full and Part Time Civilian and Uniform Police				Uniform Fire Communications Bureau				Uniform Emergency Response Bureau		
% of Hrs	Up to 80 Hrs Paid	Yr Max	Total Max	% of Hrs	Up to 80 Hrs Paid	Yr Max	Total Max	Period Accrual	Yr Max	Total Max
5	4	96	1,440	5	4	96	1,440	6	144	2,160
<i>Lump Sum Pay Out Max 720</i>				<i>Lump Sum Pay Out Max 720</i>				<i>Lump Sum Pay Out Max 1,080</i>		

Vacation - Personnel Rules Sec 34-23

Years of Service	Civilian Full & Part Time				Uniform Police				Uniform Fire Communications			Uniform Emergency Response		
	% of Hrs	Up to 80 Hrs Paid	Yr Max	Total Max	% of Hrs	Up to 80 Hrs Paid	Yr Max	Total Max	Period Accrual	Yr Max	Total Max	Period Accrual	Yr Max	Total Max
0-5 years	6.5	5.2	104	208	7.5	6.0	120	240	6.0	120	240	9.0	180	360
5-9 years	7.5	6.0	120	240	8.5	6.8	136	272	6.8	136	272	10.2	204	408
9-15 years	9.0	7.2	144	288	9.0	7.2	144	288	7.2	144	288	10.8	216	432
15-19 years	10.0	8.0	160	320	10.0	8.0	160	320	8.0	160	320	12.0	240	480
19+ years	11.5	9.2	184	368	11.5	9.2	184	368	9.2	184	368	13.8	276	552

Military Leave - Personnel Rules Sec 34-30

No more than 21 days of paid military leave each fiscal year as required by state law. (Sec 34-4.35)

Paid Parental Leave – Personnel Rules Sec 34-24.2

Maximum six weeks of paid leave for employees eligible for Family Medical Leave for the purpose of Child Bonding (caring for a child after birth, adoption, or foster placement).

Quarantine Leave - Personnel Rules Sec 34-22.2

Civilian Full Time	Civilian Part Time	Sworn/Emergency Medical/Detention Officer
Positive test for COVID and fully vaccinated.	Positive test for COVID and fully vaccinated.	Possible or known exposure to a communicable disease while on duty.
80 hours per fiscal year	40 hours per fiscal year	Duration of the ordered quarantine or isolation.

Mental Health Leave - Personnel Rules Sec 34-22.3

Eligibility:	Employee experiences a traumatic event while on duty if the need for mental health leave is verified by a licensed psychiatrist or psychologist.
Full Time Civilian, Uniform Fire-Communications Bureau and Police	Uniform Emergency Response
40 hours per fiscal year	60 hours per fiscal year

Compassionate Leave - Personnel Rules Sec 34-22.4

Purpose:	Employees with a serious medical condition or injury that prevents the employee from performing any type of work and, due to the employee's medical condition, it is anticipated that the employee will not be able to return to work. Need must be verified by medical professional.
Eligibility:	Employee has exhausted all accrued leave balances, has completed a minimum of 1 year of employment, & accumulated a minimum of 40 hours of sick leave at any time prior to the occurrence of the condition for which the compassionate leave is requested.
Full Time Civilian, Uniform Fire-Communications Bureau and Police	Uniform Emergency Response
232 hours maximum one-time benefit award	348 hours maximum one-time benefit award