



## City of Dallas

# Applying for Compassionate Leave

*There are several steps to complete, please be sure to complete all steps and all forms are submitted.*

## Determining Need for Compassionate Leave

Compassionate Leave is a leave intended for employees with a serious medical condition or injury that prevents the employee from performing any type of work and:

- Is not expected to be able to return to work for at least 20 weeks.
- Has exhausted all accrued leave balances.
- Has applied for City-sponsored Long-Term Disability benefits.
- Has completed a minimum of one year of City employment.
- Has accumulated a minimum of 40 hours of sick leave.
- Is not receiving Worker's Compensation payments or other salary replacement.

## Step 1: Apply for Long Term Disability (LTD)

1. Contact The Standard at 877-474-4250 or [www.standard.com](http://www.standard.com) for assistance with these benefits.
2. Start application for Long Term Disability.
3. What to Expect
  - a. A disability claim has three parts.
    - i. Employee Statement: This is your part and the information you'll provide here about why you're unable to work.
    - ii. Employer's Statement: This is a form your employer must provide that includes information about your disability insurance coverage and relevant dates.
    - iii. Doctor's Statement: This is a form your doctor must provide to support medical reasons for why you're unable to work. If more than one doctor is needed to support your disabling condition(s), each physician must complete a form.
  - b. Once we receive the completed forms, you can generally expect to hear from us within 5 business days for a Short-Term Disability claim and 10 business days for a Long-Term Disability claim.

## Step 2: Ensure All Available Paid Leave is Used

1. Login to Workday.
2. Select your picture (or the circle) in the top right corner then select "View Profile."
3. Select Absence from the blue menu on the left side.
4. Select the Absence Balance tab at the top.
5. Review the column named "Balance As Of Date" to ensure all balances are equal to zero (0).

### Step 3: Determine Eligibility for Any Other Supplemental Pay

1. Work with your HR Partner to determine if you are eligible for any other supplemental pay such as short-term disability or worker's compensation.

### Step 4: Submitting Application Documents

1. There are two (2) forms that need to be submitted to your HR Partner, the employee form and the provider form.
2. The employee needs to complete and submit to their HR Partner the Employee Request Form found here: [https://dallascityhall.com/departments/humanresources/DCH%20Documents/PaidLeave/Compassionate\\_Leave\\_Employee\\_Form.pdf](https://dallascityhall.com/departments/humanresources/DCH%20Documents/PaidLeave/Compassionate_Leave_Employee_Form.pdf)
3. The employee must have their physician complete and submit the Provider Request Form found here: [https://dallascityhall.com/departments/humanresources/DCH%20Documents/PaidLeave/Compassionate\\_Leave\\_Provider\\_Form.pdf](https://dallascityhall.com/departments/humanresources/DCH%20Documents/PaidLeave/Compassionate_Leave_Provider_Form.pdf)
4. Your HR Partner will review the request and work with the employee if anything is missing.
5. Once the HR Partner approves Compassionate Leave for the employee, the HR Partner will email the completed and signed forms to [CODEmployeePaidLeave@dallas.gov](mailto:CODEmployeePaidLeave@dallas.gov).
6. A Human Resources Leave Analyst will review the application and if approved will route to the employee's department director for approval and the Human Resources Director for final approval.