



City of Dallas

Compassionate Leave FAQs

Overview

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.

The maximum amount of Compassionate Leave is 348 hours for a sworn employee in the emergency response bureau of the fire department and 232 hours for any other City of Dallas employee. An employee may only be awarded Compassionate Leave once and their request for Compassionate Leave must be approved by the employee's Department Director and the Director of Human Resources.

Frequently Asked Questions

1. What medical conditions or injuries qualify me for Compassionate Leave?

A serious medical condition or injury that prevents the employee from performing any type of work and from which the employee is not expected to be able to return to work for at least 20 weeks

2. Is Compassionate Leave available for full and part-time employees?

If you are eligible for City of Dallas Benefits, you may be eligible for Compassionate Leave.

3. How do I apply for Compassionate Leave?

Contact your department's Human Resources Partner for assistance in applying for Compassionate Leave.

4. How often can I receive Compassionate Leave?

An employee can only be awarded Compassionate Leave once per lifetime.

5. What are the requirements for Compassionate Leave?

The employee is not expected to be able to return to work for at least 20 weeks. Also, the employee has exhausted all accrued leave balances, has applied for City-sponsored long term disability payments, has completed a minimum of 1 year of employment with the City, and has accumulated a minimum of 40 hours of sick leave balance during their employment. The employee cannot be receiving another type of salary replacement, such as Worker's Compensation payments or payments from a program such as AFLAC.

6. Will the City still offer the Catastrophic Leave Program?

No. The Catastrophic Leave Program was replaced in 2022 with two new benefits for City employees who face a catastrophic medical condition. The City provides Long Term Disability (LTD) insurance to all benefits-eligible employees. The City also offers Compassionate Leave to provide some salary replacement for employees who are eligible for LTD coverage and have used all of their paid leave time during the 90-day wait period for LTD coverage.

7. Can employees donate time for others to use for Compassionate Leave?

No. There is no time donation program for Compassionate Leave. With the former Catastrophic Leave program employees could donate sick hours to a “bank” on an annual basis to be distributed to an employee with a catastrophic medical condition who had expended all of their paid leave hours. The new Compassionate Leave is City paid leave and does not require donated sick hours for use by employees, or for employees to be eligible for the leave.

8. Where can I find more information on Compassionate Leave?

Visit the HR page here:

<https://dallascityhall.com/departments/humanresources/Pages/PaidLeave/PaidLeave-Compassionate.aspx>