



Applying for Mental Health Leave

For Employee

Please be aware there are 2 forms to request Mental Health Leave. You must have both forms completed to be eligible.

Determining Need for Mental Health Leave

After experiencing a traumatic event at work, the employee should seek care from a mental health professional as soon as possible to verify their need for Mental Health Leave. If the employee needs assistance finding a mental health professional they may contact the City's Employee Assistance Program (EAP), provided by Magellan Healthcare at 800-424-1729, for more information on the EAP program visit this [webpage](#).

Once the need for Mental Health Leave is established the employee should complete the [Employee Request Form](#), and request their mental health provider to fill out the [Provider Form](#).

Submitting Request for Mental Health Leave

Once both forms are completed and signed the employee should send the forms to CODEmployeePaidLeave@dallas.gov. It is acceptable for the provider to send in the forms for the employee, but supervisors or other members of the employee's department should not submit the forms on behalf of the requesting employee.

The forms should be submitted as soon as possible after the traumatic event which caused the need for Mental Health Leave.

The employee will be notified of the outcome of their Mental Health Leave request by email, and, if approved, instructions for entering your time in Workday will be provided by the City's HR department. Please also read the [FAQ document](#), to be aware of the process and requirements for Mental Health Leave. If you have any questions about Mental Health Leave please send them to CODEmployeePaidLeave@dallas.gov.

Resources

- Employee Request Form: <https://cod.tiny.us/MHEmployee>
- Provider Request Form: <https://cod.tiny.us/MHProvider>
- FAQ Document: <https://cod.tiny.us/MHFAQ>
- Mental Health Leave Homepage: <https://cod.tiny.us/MHLeave>