



# Civilian Quarantine Leave (Q-Leave) Management Process

For Civilian Employees and Supervisors

## Requesting & Granting Q-Leave for Civilian Employees

1. Employee or supervisor sends request for Q-Leave to [COVID19@dallas.gov](mailto:COVID19@dallas.gov). The request includes the request form, a positive COVID test for the employee (that must include the name and date on the test including home tests), and proof of their fully vaccinated status.
2. HR reviews the request and if it meets the criteria for Q-Leave HR will send an email to the employee's director requesting approval for the use of Q-Leave.
3. The director responds to HR with their approval. If the leave is not approved the employee is notified and advised to use sick or vacation time.
4. If the director approves the request for Q-Leave HR will add the Q-Leave balance for the employee via Maintain Time Off Plan Override Balances. [See job aid.](#)
5. HR sends an email to notify the employee, supervisor, and HR Partner they are approved for Q-Leave, and the information they need to enter time or edit the employee's time entries.
6. Civilian employees should not receive more than 80 hours of Q-Leave in a fiscal year, so they are only granted the Q-Leave once per fiscal year.
7. If a Civilian employee transfers to another Civilian position, then the balance should carry over to their new position, if a Civilian employee transfers to a uniform position the balance should also carry over to their new position.

## Civilian Q-Leave Time Entry

1. The employee, supervisor, or department timekeeper will make the time entries for the employee for the days they used Q-Leave using the pay code "Q-Leave Civilian Time Off."
2. If the employee missed time due to being COVID positive in a previous pay period the supervisor will make the payroll correction, and they are provided instructions for doing so with the approval email.
3. The time-off balance deducts the time from the balance as the leave is used and can be viewed on the absence balance screen in Workday.
4. If the employee does not use the whole 80 hours of Q-Leave, then the remaining balance should sit available to the employee until the end of that fiscal year.
5. The employee would need to reapply (through the COVID box) to be granted Q-Leave for the next fiscal year.
6. If the employee becomes COVID positive again within the fiscal year and has already used all 80 hours of their Q-Leave, then the employee will need to use their other leave balances as outlined in the personnel rules to cover that absence due to COVID.

## Civilian Q-Leave Configuration Notes

- Q-leave should not affect vacation/sick accruals.
- Q-Leave does not impact the ability to earn Attendance Incentive Leave (AIL).
- Q-Leave could be taken during an instance of FMLA.
- Holidays that fall within their Q-Leave time should be counted as holidays.



# Uniform Quarantine Leave (Q-Leave) Management Process

For Uniform Employees and Supervisors

## Requesting & Granting Q-Leave for Uniform Employees

1. Employee or supervisor sends request for Q-Leave to the departmental designated COVID leave approvers for their department.
2. The departmental COVID leave approvers will review the request and if approved will forward the request to [COVID19@dallas.gov](mailto:COVID19@dallas.gov).
3. HR will add the Q-Leave balance for the employee via Maintain Time Off Plan Override Balances. [See job aid](#).
4. HR responds to the original email request to notify the department team of the employee's Q-Leave approval.
5. Uniform employees can be granted multiple instances of Q-Leave in a fiscal year but should only be granted 80 hours per instance. If additional Q-Leave time is needed the employee will need to reapply for the additional leave.
6. If a Uniform employee transfers to another Uniform position then the balance should carry over to their new position, if a Uniform employee transfers to a Civilian position the balance should not carry over to their new position.

## Uniform Q-Leave Time Entry

1. The employee, supervisor, or department timekeeper will make the time entries for the employee for the days they used Q-Leave using the pay code "Q-Leave Uniform Time Off."
2. If the employee missed time due to COVID exposure in a previous pay period, the supervisor will make the payroll correction.
3. The time-off balance deducts the time from the balance as the leave is used and can be viewed on the absence balance screen in Workday.
4. If the employee does not use the whole 80 hours of Q-Leave, then the remaining balance should sit available to the employee until the end of that fiscal year.
5. If additional time is needed or there is a new occurrence of COVID exposure the Uniform employee can be granted additional Q-Leave by going back through the above request process.
6. At the end of the fiscal year Q-Leave balances will start back at 0. The employee would need to reapply (through the process above) to be granted Q-Leave for the next fiscal year.

## Uniform Q-Leave Configuration Notes

- Q-leave should not affect vacation/sick accruals.
- Q-Leave does not impact the ability to earn Attendance Incentive Leave (AIL).
- Q-Leave could be taken during an instance of FMLA.