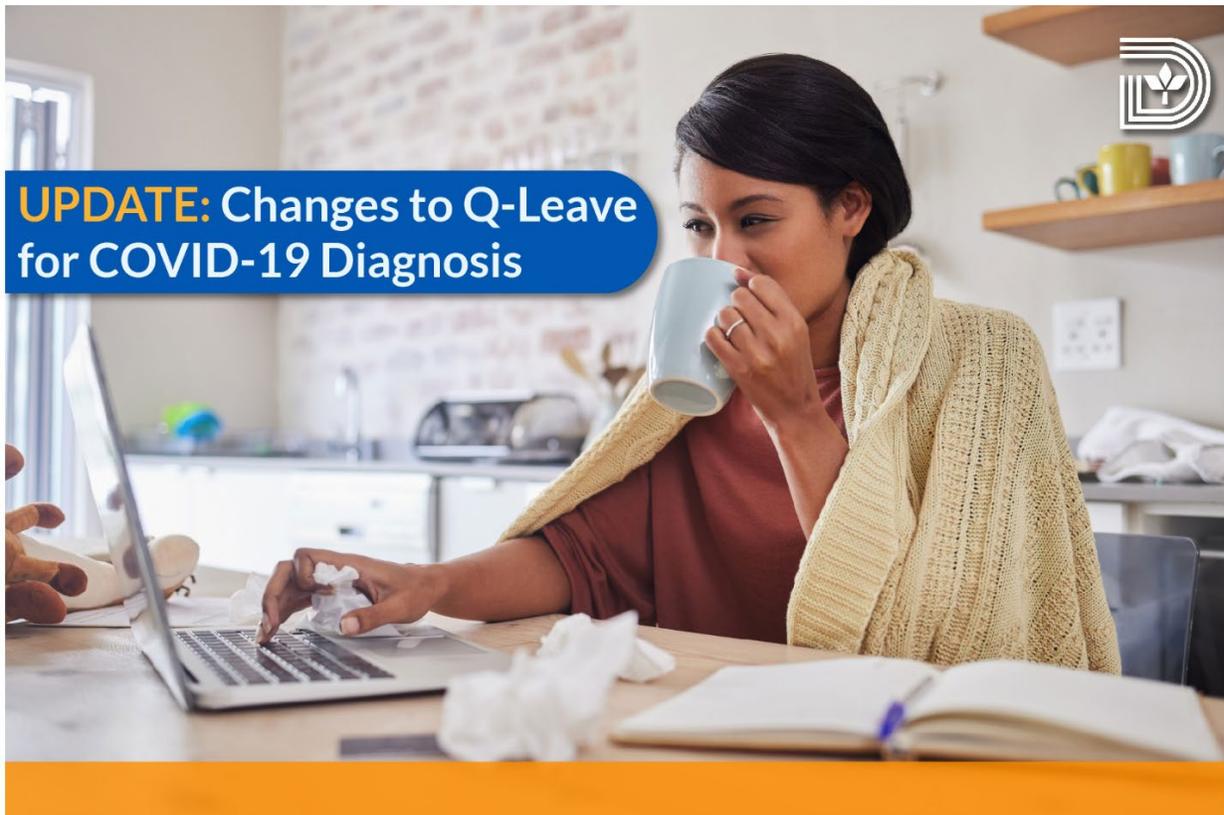


From: [Batts, Sonya](#) on behalf of [Announcement](#)
To: [Announcement](#)
Subject: Announcement: COVID-19 Q-Leave Requirement Policy Change
Date: Monday, April 1, 2024 11:51:53 AM



COVID-19 Q-Leave Requirement Policy Change

The City of Dallas has continued to follow the guidelines regarding COVID-19 according to the Center for Disease Control (CDC). Per the updated CDC Guidelines, there have been adjustments for isolation after a COVID-19 diagnosis. In response to these changes, we have revised our Q-Leave policy to ensure the well-being of our employees and to align with latest CDC recommendations.

These changes will be effective as of April 3, 2024.

Here are the key points regarding the updated Q-Leave policy:

- 1. Sworn Staff (Police, Fire, and eligible Marshal's Employees)**
 - Sworn staff members will adhere to department guidelines.
 - Eligible for 40 hours of Q-Leave per episode (60 hours for 24-hour shift staff) or as needed based on department protocols.
- 2. Civilian Staff**
 - Civilian staff members are eligible for up to 40 hours of Q-Leave under the following conditions:
 - Approval from the department director.
 - Completion of initial vaccination regimen or receiving a COVID-19 vaccination/booster within the last 12 months.

- Documentation of a positive COVID-19 test.
- One Q-Leave request allowed per calendar year.
- Return to work after 24 hours of feeling better and being fever-free without medication.
- Utilization of respiratory virus prevention strategies as [recommended](#).

3. **Additional Points**

- Employees who do not meet the guidelines for Q-Leave but test positive for COVID-19 should use paid leave until symptoms cease.
- Once the 40 hours have been expended from Q-Leave, you will have to use your sick leave for any additional sick time.
- All employees should isolate if you are feeling bad and have a fever. Once you are without fever and medication, you can leave isolation.

We urge all employees to stay informed about the latest [CDC guidelines](#) and to prioritize their health and safety. For additional employee information on COVID-19, visit our [COVID-19 resource page](#).

If you have any questions or concerns regarding the updated Q-Leave policy or COVID-19 policies, please contact COVID19@Dallas.gov for all related inquiries.

This City of Dallas Announcement is approved by the Human Resources department. Do not reply to this message or the message approver. If you have questions or comments, please contact COVID19@Dallas.gov.