

Memorandum



CITY OF DALLAS

DATE June 28, 2019

TO Honorable Mayor and Members of the City Council

SUBJECT **Paid Sick Leave Ordinance**

The City of Dallas's Office of Fair Housing and Human Rights will implement and enforce the earned paid sick leave ordinance, [Chapter 20 of the Dallas City Code](#). The Office is creating informational materials and resources for employers to assist with their implementation that will be posted on the City website, including a sample handbook policy, signage, and paid leave accrual worksheet. The Office will create know-your-rights materials for employees and information about enforcement procedures that also will be posted on the website. In July the City will host information sessions for community stakeholders.

On August 1, 2019, the ordinance will go into effect for employers with more than 5 employees, and employees will begin earning leave at a rate of at least 1 hour of leave for every 30 hours worked. Employees can use earned paid sick leave for illness, injury, healthcare, and reasons related to domestic abuse, sexual assault, and stalking.

Employer size (in the past 12 months)	5 or fewer employees	15 or fewer employees	16 or more employees
Minimum rate of accrual	1 hour per 30 hours worked	1 hour per 30 hours worked	1 hour per 30 hours worked
Minimum accrual limit and minimum carry over of unused leave	48 hours	48 hours	64 hours
Effective date	August 1, 2021	August 1, 2019	August 1, 2019

Additionally, employers must begin keeping records of their employees' earned sick leave and provide a statement of their leave balance to employees at least once a month. Except for penalties for retaliation (see [Section 20-8](#)), employers will not be fined for noncompliance with the ordinance until **April 1, 2020**. The City will seek voluntary compliance with the ordinance before seeking payment of a fine. No part of the ordinance goes into effect for employers with 5 or fewer employees until August 1, 2021.

M. Elizabeth (Liz) Cedillo-Pereira
Chief of Equity and Inclusion

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c: T.C. Broadnax, City Manager
Chris Caso, City Attorney (Interim)
Mark Swann, City Auditor
Biliera Johnson, City Secretary
Preston Robinson, Administrative Judge
Kimberly Bizer Tolbert, Chief of Staff to the City Manager
Majed A. Al-Ghafry, Assistant City Manager

Jon Fortune, Assistant City Manager
Joey Zapata, Assistant City Manager
Nadia Chandler Hardy, Assistant City Manager and Chief Resilience Officer
Michael Mendoza, Chief of Economic Development and Neighborhood Services
M. Elizabeth Reich, Chief Financial Officer
Laila Aleqresh, Chief Innovation Officer
Directors and Assistant Directors