PEARLAND INDEPENDENT SCHOOL DISTRICT
1928 N. Main Street
Pearland, TX
281-485-3203

General Steps to Leaves

Step 1 Fill out the Leave Request Form: Leave Request Form.

Step 2 Review the information within the email and/or handouts given to you by the Benefits Team.

Step 3 Give the medical certification form and job description to your doctor and return the completed form to the Benefits Team within the allotted time indicated in the Leave Request Letter.

Step 4 Once submitted, the medical certification form will be reviewed. If the document is incomplete, the employee will be notified to submit additional documentation.

Step 5 The Benefits Team will send you your leave approval documents with approved dates. If you are approved for Temporary Disability Leave, your signature is needed for the TDL Form.

Step 6 Once your leave begins, if the date is different than the approved, additional documentation may be needed. Once your leave begins, the campus/department secretary will add your absences in Frontline. Communication with the Benefits Team and your Campus/Department is vital.

Step 7 Review the return to work process for details on what is necessary: Return to Work

Step 8 To return to work for a personal medical reason, you will need an HR Release prior to returning. Refer to Step 7.

Step 9 Return to your campus/department on your designated release date.

Note: All documents within Steps 1 - 6 ONLY can be emailed, faxed, intra-office mailed, or provided in person.