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

RETURN TO WORK

It is the employee's responsibility to review the board policy and the employee handbook on the Benefits Page under Leaves, of the Pearland ISD website, noting your rights, deadlines, and if applicable, restrictions.

- Before reporting back to your work location, you must report to the Human Resource Services Office, with your health care release/doctor's note, from your health care provider, notifying us of your return to work.
    - It must include your restriction status, if any, and the specific date you are released to return to work.
        - If there are no restrictions, the release *must indicate* "**no restrictions**."
        - If you have restrictions based on your job description, the release *must* list the restrictions and give them a length of time.
        - The Benefits Team will contact your supervisor for the accommodation request.
    - *For bus drivers only, the health care provider's note must ***also*** state the employee is released to drive a bus, including required details above.
- You will not be able to return until you receive an HR Release from HRS.
- If you are unable to return to work, notify the Benefits Team and your supervisor.
    - Should you need a form to give your doctor, you can use: Form for Doctor Release

Securing this doctor's note before your return date will expedite the process and alleviate being sent to HRS, at the ESC, on the date of your return.