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

REQUEST FOR LEAVE – NON-MEDICAL (EMPLOYEE)

Please review 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.

Eligibility for non-medical leave (more than 5 consecutive workdays).

The process is as follows:

1. Please give the Benefits Team or your Supervisor the specific dates for your request.
2. The Benefits Team will verify you have enough paid leave days to cover the requested absences.*
3. The Benefits Team will email your Supervisor for a decision.
4. Once approved, then the Benefits Team will send the supervisor's approval to the Assistant Superintendent of Talent & Engagement, for review and a decision.
5. The Benefits Team will notify you and your supervisor of the decision, and you can enter the absences in Frontline as either discretionary state or discretionary local.
6. Should dates change, please notify your Supervisor and the Benefits Team.
7. *Should you have insufficient paid days to cover your requested days, the Superintendent's approval is required after an approval has been received by your Supervisor and the Assistant Superintendent of Talent & Engagement.
8. All communication for the above process is via email.
9. If there is a denial at any point, the Benefits Team will notify you.
10. To learn more about how your paychecks and absences are affected, please review the FAQs on the Leaves webpage.

*All approvals must be received prior to the first day of your requested absence.