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

Leave of Absence & Return from Leave - Payroll FAQ

Q. IS MY LEAVE OF ABSENCE PAID FOR?

A: You can receive compensation during your leave if you have accrued State or Local days.

Q: CAN I SPECIFY HOW I WANT MY AVAILABLE LEAVE DAYS TO BE USED FOR MY ABSENCE?

A: Yes; when applying for leave with Benefits/HR you will designate this choice. If no choice is made, State leave will be used first.

Q: CAN I RECEIVE AN ESTIMATE OF WHAT MY CHECKS WILL LOOK LIKE DURING AND AFTER MY LEAVE OF ABSENCE?

A: Payroll will provide an estimate of pay during your leave and upon your return.

Q: WHY IS MY MOST RECENT CHECK LOWER THAN NORMAL?

A: If on leave; the funds you have earned to date (including use of State and Local days) will be paid out in your normal gross amount per check until the funds run out. The last check you receive during leave may be reduced.

Q: WHY MIGHT MY CHECKS STOP DURING THE TIME I AM OUT ON LEAVE?

A: Once earned salary has been paid out during your leave, you are not eligible to receive additional pay until you return. If the number of days you are absent is greater than the number of available leave days, there will be a gap in pay.

Q: WHY IS MY CHECK DIFFERENT UPON MY RETURN FROM LEAVE THAN THOSE I RECEIVED BEFORE GOING ON LEAVE?

A: If you did not have enough available paid leave to cover the absences taken, there will be a gap in days worked/credited (mentioned above). This gap will cause a change in pay upon your return and an adjustment will be made on each remaining check in the school year to distribute the deficit evenly.

Q: NOW THAT I HAVE RETURNED AND THERE IS AN ADJUSTMENT ON EACH CHECK; WHY HAVE I BEEN DOCKED PAY?

A: Once all available leave has been used (normally during a leave of absence) future absences will be docked.

Q: WHEN WILL MY CHECKS RETURN TO NORMAL WITH NO ADJUSTMENTS?

A: Adjustments in pay are only applied during the current school year. At the beginning of the new school year; accruals are updated with new days/hours, and checks will revert back to normal.