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

# Important Employee Notice
# Leaves and Absences: What you need to know

## Which Leave Do You Use When You Are Absent

Anytime an employee must be absent from work, any available paid leave time must be used, unless the absences are related to a worker's comp claim. All employees have the choice to use either state or local leave when absent.

The district offers employees earned paid leave time when you need to be off from work. Annually, the district gives five (5) days of state personal leave and five (5) days of local leave.

State and local leave may be used as needed and accumulate without limit. Only state personal leave is transferable to other Texas school districts.

State and local leave can be used for:

1) **Nondiscretionary** leave reasons include but are not limited to:
    - Illness (of self or immediate family)
    - Family Emergency
    - Death of Immediate Family, or
2) **Discretionary** leave can be taken as the employee sees it necessary for up to five (5) consecutive days, with **prior approval and within guidelines**. Guidelines for discretionary leave require a written request that must be submitted one (1) full workday [24 hours] prior to the first day of absence and cannot be blocked on the Discretionary Leave Calendar.

## What Happens If You Are Hurt on the Job-
### Worker's Compensation and Assault Leave

Worker's Compensation and if applicable, Assault Leave pertain only to reported incidents. For any injury on the job you are required by law to report it to your supervisor immediately. The supervisor must complete and submit a "First Report of Injury" and "Employee Acknowledgement of Workers' Compensation" form to Victoria Trevino, Benefits Specialist, on the day of the injury.

Serious injury on the job or work-related illness where you need medical attention and/or time off from work, the district makes available to all employees a worker's compensation plan to provide coverage. Once your worker's compensation eligibility is verified, you will have the choice of using available sick leave or receiving weekly worker's compensation benefits. If you are unable to work, you will also be placed on the appropriate leave you are eligible for until you are able to return to work, or all leave has exhausted.

You may be eligible for weekly compensation benefits if your absence due to injury exceeds 7 days. Weekly compensation benefits could be lower than your current hourly rate of pay.

Assault leave provides extended job and income benefits protection to an employee who is injured as the result of a physical assault during the performance of his or her job.

## Qualifying for Family Medical Leave (FML)

Full time employees, who have been with the district for a minimum of one year and worked 1,250 hours in the prior twelve (12) months, qualify for Family Medical Leave. FML protects your job for up to 12 weeks. Reasons to request FML include:

- Birth, adoption, or foster placement of a child
- Care of a spouse, parent, or child with a serious health condition
- Personal serious health condition
- A qualifying exigency resulting from active military service of a spouse, child, or parent

FML request packets are available online at www.pearlandisd.org/benefits.

## Getting Paid While on Family Medical Leave

When an employee is out on family medical leave, all available leave is exhausted in the order you select on the Use of Leave form. Your pay will remain continuous until your leave balance is zero in all categories. You can contact the Payroll Department for up to date leave balances.

## Temporary Disability Leave

Certified full-time employees whose position requires certification from the State Board of Educator Certification (SBEC) are eligible for up to 180 calendar days of temporary disability leave, if the need for leave is the employees own personal medical condition. Non-Certified employees are also eligible for up to 60 days of temporary disability leave.

If you do not qualify for family medical leave or any other leave option, the district will use all of your available leave. If you are still unable to return to work after all leave has been exhausted, your employment will be recommended for termination.

## Returning to Work after Five (5) Consecutive Absences

A "Return to Work Notice" will be granted if the terms of your return are acceptable. To return to work after a leave of absence of 6 consecutive days or longer, you must provide a medical release that you can perform the essential functions of your job with or without reasonable accommodations. To obtain this notice you must contact human resource services prior to returning to your job location.

If you have questions regarding this information, contact the Benefits Team at 281-485-3203 or benefits@pearlandisd.org.