

- Step 1** Fill out the 2 online leave request forms: [Request for Leave](#) & [Use of Leave](#) at <http://www.pearlandisd.org/Page/251>
- Step 2** Review the information within the email and/or handouts given to you by the Benefits Office.
- Step 3** Give the medical certification form and job description to your doctor and return the completed form to the Benefits Office within the allotted time indicated in the Leave Request Letter.
- Step 4** Once received by the Benefits Office, the medical certification form will be reviewed. If the document is incomplete, the employee will be notified by the Benefits Office to get the necessary information.
- Step 5** The Benefits Office will send you the appropriate approval documents for the type of leave(s) you have been approved for, which will include approved leave dates. If you are approved for Temporary Disability Leave, you will be given the Request for Temporary Disability Leave form to sign, date, and return for approval.
- Step 6** Your leave begins. This date is subject to change so communication to the Benefits Office and your Campus/Department is vital. Once your leave begins, the campus/department secretary will add your absences in AESOP.
- Step 7** What you will need to **Return to Work**: You will need to physically bring a health care release (doctor's note) from your treating physician releasing you to return to work.

If you are out due to your own personal medical reason, **you** will need to bring the **original** note **in person** to the Benefits Office and it must have the **effective date** you are released to return to work **and** **restriction status**. If there are no restrictions, the note *must* state 'no restrictions.' If you are a bus driver, it must state, 'you are released to drive a bus.'

**Should you have restrictions, the note must list detailed restrictions and the length of time for those restrictions. Once the restriction has been lifted, an updated doctor's note will need to be provided to the Benefits Office.**

- Step 8** If you have satisfied the above requirements, you will receive an HR Release Form to return to work, for your record. The release will also be sent to your campus/department by the Benefits Office.
- Step 9** Return to your campus/department on your designated release date.

**\*Although these are the basic steps to the leave process, they are subject for change.\***

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

**\*Special rules for enrolling newborns to your insurance:** TRS ActiveCare automatically provides coverage for a newborn of a covered employee for the first 31 days of life. For the newborn to be covered after this time, you must complete and submit a TRS ActiveCare Enrollment Application & Change form to the Benefits Office within 31 days after the birthdate. Please contact the Benefits Office for further details. The effective date of coverage is the birthdate.