



PORTLAND PUBLIC SCHOOLS

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DEPARTMENT OF HUMAN RESOURCES

PLEASE ANNOUNCE AND POST

MEMORANDUM

September 21, 2017

TO: All Principals and Supervisors
All Building Representatives

FROM: Jodie Benson
H.R. Senior Leave and Benefit Specialist

RE: STUDY LEAVE APPLICATIONS
2nd Semester of the 2017/2018 School Year
For All Portland Association of Teachers Unit Members

Applications for study leaves of absence for the above-listed categories of District employees for the second semester of the 2017/2018 School Year may now be submitted for consideration. All application forms must be available for review by the Study Leave Committee by the end of day Monday, November 13, 2017. You may request a "Study Leave Application form" from Jodie Benson at 503-916-3301 or Portland Association of Teachers, or by visiting the Benefits Department web site at <https://www.pps.net/Page/1710> and click on the P.A.T. Study Leave link. Up to ten (10) FTE unpaid study leaves, with District provided health and welfare benefits, will be granted for the 17/18 school year.

GENERAL REQUIREMENTS AND PROCEDURES FOR APPLICATION:

Forward a completed application to the Department of Human Resources, attention Jodie Benson (Fax # 503-916-3107 or email jobenson@pps.net), for presentation to the Study Leave Committee. Please include detailed course description or description of your plan of study. **We will not be able to process your request if you Fail to attach a detailed course description with the associated credits to each class.**

Each candidate must consult with his/her principal or immediate supervisor, whose signature must be on the application form.

Unit members requesting study leaves of absence must submit, with the application, a current health form (attached to the application) properly filled out and signed by a duly licensed physician attesting to the unit member's satisfactory health.

Each applicant must submit an explicit outline of the planned course of study. The candidate must maintain a full-time student load, but need not exceed twelve (12) quarter hours or its equivalent each term while on leave.

Study leaves will not be considered a break in consecutive service for the purpose of calculating salary schedule placement, seniority or retirement credit.

A leave will not be granted when the purpose of the study leave is to enable the unit member to obtain administrative licensure.

Must be a probationary or contract teacher to apply.

cc: Superintendent
Area Directors
Director of Special Education
PAT