



September 24, 2019

To: Principals, Supervisors and PAT Unit Members

From: Benefits Department

RE: Study Leave Applications for the 2019/2020 2<sup>nd</sup> Semester for all Portland Association of Teachers Unit Members

Applications for study leaves of absence for the second semester of the 2019/2020 school year may now be submitted for consideration. Approved second semester study leaves will be effective January 28 – June 9, 2020. All application forms are due by **Tuesday, October 15, 2019.**

Study leave application forms are available online at <https://www.pps.net/Page/14460> under the PAT Study Leave link. Up to **1.5 FTE unpaid study leaves, with District provided health and welfare benefits, will be available for the second semester of the 2019/2020 school year.**

**GENERAL REQUIREMENTS AND PROCEDURES FOR APPLICATION:**

- Application submissions must include:
  - A detailed course description or a description of the plan 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.
  - A current health form completed and signed by a licensed physician attesting to the unit member's satisfactory health.
  - Each candidate must consult with his/her principal or immediate supervisor, whose signature is required on the application form.
- Send completed applications to one of the options listed below:

Portland Public Schools  
Department of Human Resources  
Attn. Ligena Hein, Director of Benefits  
P.O. Box 3107  
Portland, OR 97208-3107  
Email: [benefits@pps.net](mailto:benefits@pps.net)  
FAX: 503-916-3107

- A study leaves is not considered to be a break in service for 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 an Administrator license.
- Must be a probationary or contract teacher to apply.

cc: Superintendent

Area Directors

Senior Director Special Education

PAT