



January 28, 2020

# Revised Due Date

To: Principals, Supervisors and PAT Unit Members

From: Benefits Department

RE: Study Leave Applications for the 2020/2021 Fall Semester for all Portland Association of Teachers Unit Members

Applications for study leaves of absence for the fall semester of the 2020/2021 school year may now be submitted for consideration. Study leaves may be effective for either the full school year or for one semester in 2020/2021. All application forms are due by **Tuesday, February 18, 2020.**

Study leave application forms are available online at <https://www.pps.net/Page/1710> under the PAT Study Leave link. Up to 10 FTE unpaid study leaves, with District provided health and welfare benefits, will be available for the 2020/2021 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: [lhein@pps.net](mailto:lhein@pps.net)  
FAX: 503-916-3107

A confirmation email of receipt will be sent to the applicant when their application has been received. A notice of approval or denial will be emailed to the applicant after the PAT Study Leave Committee has reviewed the applications.

- 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