



September 14, 2020

To: Principals, Supervisors and PAT Unit Members

From: Benefits Department

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

Applications for study leaves of absence for the spring semester of the 2020/2021 school year may now be submitted for consideration. Study leaves will be effective for the spring semester, which is February 2, 2021 to June 15, 2021. All application forms are due by **Monday, October 12, 2020**.

Study leave application forms are available online at <https://www.pps.net/Page/1710> under the PAT Study Leave link. Up to seven (7) 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
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

HR Talent Management

PAT