



September 14, 2020

To: Principals, Supervisors and PFSP Unit Members

From: Benefits Department

RE: Student Teaching Leave Applications for the 2020/2021 spring semester for all PFSP Unit Members

Applications for PFSP Student Teaching leaves of absence for the spring semester of the 2020/2021 school year may now be submitted for consideration. Approved spring Student Teaching Leaves may be effective between February 2, 2021 through June 15, 2021. Completed forms are due by **Monday, October 12, 2020**.

Student Teaching Leave application forms are available online at <https://www.pps.net/Page/1710> under the PFSP Student Teaching link. Up to five (5) PFSP Student Teaching Leaves, which shall include up to three (3) months of District-paid insurance for employees already enrolled in the SD #1 Health & Welfare Trust, shall be granted yearly.

GENERAL REQUIREMENTS AND PROCEDURES FOR APPLICATION:

- Student Teaching Leave application submissions must include:
 - **Proof of program enrollment.** To be eligible, Student Teaching must be completed with a Portland Public School only and not another district.
 - A **current health form** completed and signed by a licensed physician attesting to the unit member's satisfactory health.
 - Candidates must consult with their principal or immediate supervisor, whose signature is required on the application form.

- Send completed application and documentation 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 PFSP Student Teaching Leave Committee has reviewed the applications.

- Applicants must have been employed by Portland Public Schools for at least two (2) years prior to the request for a PFSP Student Teaching Leave.
- A Student Teaching Leave is not considered a break in consecutive service for the purpose of calculating salary placement, seniority, or retirement credit.

cc: Superintendent
Area Directors
Senior Director Special Education
HR Talent Management
PFSP