



September 15, 2021

To: Principals, Supervisors and PAT Unit Members

From: Benefits Department

RE: Study Leave Applications for the 2021/2022 Spring Semester for all Portland Association of Teachers Unit Members

Applications for study leaves of absence for the spring semester of the 2021/2022 school year may now be submitted for consideration. Approved spring study leaves will be effective between January 2022 – June 2022. **All application forms are due by Monday, October 11, 2021.**

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 spring semester of the 2021/2022 school year.

GENERAL REQUIREMENTS AND PROCEDURES FOR APPLICATION:

- Application submissions must include:
 - A spring PAT Study Leave Application
 - 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.

Submit all of this information at one time to studyleave@pps.net. Do not submit your paperwork separately.

- 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: studyleave@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. Generally, the committee meets approximately 1-2 weeks after the form deadline.

- 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

HR Talent Management