



September 12, 2022

To: Principals, Supervisors and PAT Unit Members

From: Leave Department

RE: Study Leave applications for the 2022/2023 Spring Semester for all Portland Association of Teachers unit members

Applications for a study leave of absence for the spring semester of the 2022/2023 school year may now be submitted for consideration. Approved spring study leaves will be effective between January 2023 – June 2023. **All application forms are due by Monday, October 10, 2022.**

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-paid insurance will be granted each school year. The employee remains responsible for their portion of the benefit premiums.

GENERAL REQUIREMENTS FOR APPLICATION:

- Application submissions must include:
 1. A PAT Study Leave **Application** for the spring 2022/2023 semester.
 2. **Proof of program enrollment** – This includes a detailed course description which includes proof of enrollment and an explanation of the plan or purpose of the coursework. The candidate must maintain a full-time student load, but need not exceed twelve (12) quarter hours, or its equivalent each term, while on study leave. This requirement will be pro-rated if you are requesting a part-time leave.
 3. A **current health form** completed and signed by a licensed physician attesting to the unit member's satisfactory health.
 4. Each candidate must consult with his/her principal or immediate supervisor, whose **signature** is required on the application form.

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

- Send completed applications to one of the options listed below:

Mail: 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 application deadline.

- A study leave 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