



September 15, 2025

To: Principals, Supervisors and PAT members

From: PPS HR Leave department

RE: Study Leave applications for the 2025/2026 spring semester for all Portland Association of Teachers members

Applications for a study leave of absence for the fall semester of the 2025/2026 school year may now be submitted for consideration. Approved fall study leaves will be effective between January 2026 – June 2026. **All application forms are due by Monday, October 13, 2025.**

Study leave application forms are available online at <https://www.pps.net/Page/14460> 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.

APPLICATION REQUIREMENTS:

PAT employees must have a minimum of 3 (three) years of employment with the District to be eligible for a Study Leave.

- Application submissions must include:
 1. A PAT Study Leave **Application** for the spring 2025/2026 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 professional educator must maintain a minimum of twelve (12) quarter or equivalent semester hours each term for a full-time leave or pro-rated for part-time leave while on leave.
 3. A **current health form** completed and signed by a licensed physician attesting to the employee's satisfactory health.
 4. Each candidate must inform their principal or immediate supervisor, whose **signature** is required on the application form.

Submit all of the required information to at one time. Please do not submit your paperwork separately.

SEND COMPLETED APPLICATIONS TO:

Mail: Portland Public Schools
Human Resources
Attn. Stacey Lukas, Benefits & Leaves Manager
P.O. Box 3107
Portland, OR 97208-3107

Or Email: studyleave@pps.net

Or 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 application has been reviewed, which is approximately 1 – 2 weeks after the application deadline.

GENERAL INFORMATION:

- 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

Senior Director of Schools

Senior Director Special Education

PAT

HR Workforce Management Team

