



January 23, 2025

To: Principals, Supervisors and PAT members

From: PPS HR Leave department

RE: Study Leave applications for the 2025/2026 fall 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 August 2025 – January 2026.

**All application forms are due by Monday, February 10, 2025.**

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.

### **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 fall 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. Ligena Hein, Director of Benefits & Leaves  
P.O. Box 3107  
Portland, OR 97208-3107

Or Email: [studyleave@pps.net](mailto: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

Area Directors

Senior Director Special Education

PAT

HR Workforce Management (Staffing) Team