



## Portland Public Schools Employee Leave Request Form

Emp-10.6 ppsnet:10.6 f2(r)80.8 (m)75.2 atn F  
Email completed leave request forms to [Leave@pps.net](mailto:Leave@pps.net), or fax to (503) 910-3107 or mail to  
Human Resources, Portland Public Schools, PO Box 3107 Portland, OR 97208

## Benefits Information

I acknowledge that I understand it is my responsibility to contact Human Resources (505) 491-6916 for information regarding continuation of my district provided health and welfare benefits. If your benefits cease, and you choose to continue them on a self-pay basis, you must call the Trust Office at 208-6961 or for nonrepresented employees or those covered by SEIU contact Benefits Help Solutions 5566137 to avoid a lapse in your coverage. When I return from unpaid leave, it may be necessary to complete a new online health insurance enrollment to reinstate the District's contribution for my coverage. This is true whether or not I pay for benefits while on leave.

I acknowledge I have reviewed the above information on m.5 (o)- (m)7.5 (p)54. (th)5.3 ( )10.6 (a)2