



April 28, 2017

DIRECTIVE: JOB CORPS INFORMATION NOTICE NO. 16-30

TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS
ALL USERS

FROM: LENITA JACOBS-SIMMONS
National Director
Office of Job Corps

A handwritten signature in blue ink, reading "Lenita Jacobs-Simmons", is written over the typed name and title.

SUBJECT: Student Leave System – Frequently Asked Questions

1. Purpose. To provide a *Summary of Planned Changes to Student Leave* and provide answers to *Frequently Asked Questions (FAQs)* for the new Student Leave System that will be effective July 7, 2017.

2. Background. Job Corps issued Policy and Requirements Handbook (PRH) Change Notice 16-09 on January 23, 2017, *Policy and Requirements Handbook Revisions to Student Leave System (Chapter 6, Exhibit 6-1, Duty/Pay/Leave Status Chart; Exhibit 6-3, Student Transportation; Exhibit 3-2, Requirements for the Conduct of Fact Finding Boards; Appendix 301, Tests of Adult Basic Education Requirements and Instructions)*.

In order to provide more time for the community to prepare students and for centers to acclimate to the upcoming changes, Change Notice 16-09 was rescinded by way of Change Notice 16-11 on March 3, 2017, which notified the Job Corps community that the effective date of the new Student Leave System will be July 7, 2017. This Information Notice, the *Summary of Planned Changes to Student Leave*, and the *FAQs* will assist in this process. The Change Notice for the new Student Leave System will be issued on July 7, 2017.

3. Action. Addressees are to ensure this Information Notice is distributed to all appropriate staff.

4. Expiration Date. Until superseded.

5. Inquiries. Inquiries should be sent directly to Natalie Boan-Kapustin at boankapustin.natalie@dol.gov.

Attachments

A – *Summary of Planned Changes to Student Leave*

B – *Frequently Asked Questions*