

## **Summary of Planned Changes to Student Leave Effective July 7, 2017**

As part of Job Corps' initiative to streamline and modernize policy, and in accordance with the Workforce Innovation and Opportunity Act's (WIOA) focus on the development of workplace skills, Job Corps identified aspects of the Student Leave System that can be better aligned with workplace practices and preparing students for workplace success. In addition to eliminating summer break, additional changes have been identified to support an increase in the number of days that students are present for training, and will be effective July 7, 2017.

In addition to increasing the number of days students are present for training, the changes to the Student Leave System are designed to:

- Provide students greater responsibility for managing their paid time off for vacations and to address personal needs and obligations;
- Increase student participation and training days by reducing the number and variety of unpaid absences that have traditionally been permissible; and
- Increase program cost-effectiveness by increasing the number of training days and more effectively using student training slots.

This document describes the upcoming changes to the electronic Policy and Requirements Handbook (ePRH) by modifying the Student Leave System. The most significant changes are summarized below.

### **Changes to the Student Leave System**

- The student leave category "Personal Leave With Pay (PLWP)" will be replaced with "Paid Time Off (PTO)," a familiar term and leave used by many employers in the U.S. Under the PTO system, all active students will accrue one PTO leave day for every 30 calendar days of enrollment. Current students who have accrued PLWP days will retain those leave days and will, under the new student leave system, accrue one PTO leave day every 30 calendar days of enrollment. New students upon enrollment will start with three PTO leave days and will accrue one PTO leave day per 30 calendar days of enrollment. Students can use PTO leave days at their own discretion, and the reason for the request is not required.
- The duty status "Absent Without Official Leave (AWOL)" will be renamed "Unauthorized Absence (UA)" and modified so that there is a decrease in the number of Unauthorized Absence days that result in a student separation. An Unauthorized Absence separation will occur when a student accrues Unauthorized Absences for 3 consecutive training days (separated on the 3<sup>rd</sup> day) or for 5 non-consecutive training days (separated on the 5<sup>th</sup> day) in a 12-month period. Further, policy will be modified

to state that the accumulation of 3 consecutive UA days or 5 non-consecutive UA days, within 12 months, will result in separation from the program 2 hours after the student's scheduled training day start-time on the 3<sup>rd</sup> consecutive UA day or 5<sup>th</sup> non-consecutive UA day. UA days will be removed on a rolling 12-month basis.

- A new duty status category, Missing Minor Student (MMS), will be added and used to report minor students who are missing through no fault of their own and whose parents/legal guardians are unaware of the student's whereabouts. This status will be a prelude to taking the required steps for locating and contacting missing students, as noted in PRH Chapter 6. Students will remain in this duty status until located or until the Regional Director directs otherwise.
- The leave category "Winter Break" will be modified to allow centers to record student statuses during the winter break. Centers will be able to record students in the following statuses: Winter Break On-Center, Winter Break Off-Center, and Alternative Winter Break. Students will have the option to combine winter break with PTO leave days.
- A new leave category, "Fact-Finding Board Leave (FFBL)," will be added. This leave category will be used in cases where students are immediately removed from a center due to their alleged participation in a Level I infraction, or for students who are removed from a center for their alleged participation in a Level II infraction, if they are determined to be a threat to themselves or others in accordance with Exhibit 3-2.
- A new leave category, "Regional Office Management Leave (ROML)," will be added. This category will give Regional Directors the authority to grant students up to 5 unpaid leave days for extenuating circumstances such as subsistence activities, non-subpoenaed court appearances, meetings with law and probation officers, elective medical and dental treatment, cultural or religious observations and accommodations, pressing family obligations, and other pressing matters which may impact retention. Regional Directors will also be authorized to extend the leave for longer than 5 days as a reasonable accommodation to students (e.g., with disabilities or as a religious accommodation) with emergencies, or other significant personal business that may be granted by the Regional Director.
- A new leave category, "National Office Management Leave (NOML)," will be added. This leave category will be an unpaid leave and will address special circumstances. This leave category is not requested as the National Director will determine when to use this leave and will set parameters for the leave, including timeframes and transportation, on a case-by-case basis.
- The leave category "Personal Leave Without Pay (PLW/OP)," which was available to non-residential students will be renamed "Personal Leave For Childcare Without Pay (PLCW/OP)." This leave category is now available to all students who are parents and it provides up to five unpaid leave days to those parents that must be at home to care for their dependent children.

- The student leave category “Administrative Leave Without Pay” will be eliminated. Students will be required to use accrued PTO leave days to address personal matters that require leave.