

**JOB CORPS STUDENT LEAVE POLICY**  
**Effective July 7, 2017**  
**Frequently Asked Questions**

**Paid Time Off (PTO)**

**1. Are PTO days accrued based on calendar or training days?**

PTO days are accrued at a rate of one day for every 30 calendar days of enrollment.

**2. Will currently enrolled students have their personal leave with pay, which will be PTO, balance start at zero when the new student leave policy is implemented?**

No. Students who have already accrued personal leave with pay days will retain those leave days and will then accrue one PTO leave day every 30 calendar days of enrollment. New students will begin with three PTO leave days and will accrue one PTO leave day every 30 calendar days of enrollment.

**3. Is it necessary for students to state the reason they are requesting PTO?**

No. Students can use PTO leave days at their discretion and the reason for their request is not required.

**4. Which leave category should be used for non-residential students when inclement weather closes local public schools or when residential students returning from leave experience travel delays due to inclement weather?**

Center Directors, in coordination with the Regional Office, have the discretion to cancel training due to inclement weather. If this occurs, the day is considered a non-training day for all students and leave is not required. However, in the scenarios referenced above, leave can be used in the following manner:

- (1) If a non-residential student needs to take leave because their child is not attending school due to inclement weather, the student should use PTO days, consistent with the requirements for requesting PTO. If PTO leave has been exhausted, Parental Leave for Childcare without Pay (PLCW/OP) may be used, but cannot exceed five training days during enrollment.
- (2) If a student is scheduled to return to center from an approved leave and cannot because inclement weather prevents travel, the student is required to use PTO leave, consistent with the requirements for requesting PTO. If a student has exhausted PTO leave, the Center, on behalf of the student, can request that Regional Office Management Leave

(ROML) be granted.

## **Unauthorized Absence (UA)**

- 5. What happens to the UA days, formerly Absent without Official Leave (AWOL) days, accumulated by students when the new student leave policy is implemented?**

All UA days, formerly AWOL days, will be set to zero for all enrollees on the day the student leave policy is implemented.

- 6. What if a student experiences an emergency hospitalization and contacts the center on the third UA day or later? The PRH currently states that if the student provides a credible and verifiable explanation qualifying for approved leave, the student's status may be changed to the appropriate leave category, effective the date of the contact and receipt of documentation to support the status change. Can this be changed to the effective date of the emergency?**

Yes. The PRH Section 6.1 will be changed to read:

If a student who was identified and reported as an Unauthorized Absence contacts the center with a credible and verifiable explanation, the student's status must be changed to the appropriate leave category, effective the date of the emergency (if it is deemed that the emergency prevented the student from contacting the center in a timely manner). Receipt of documentation to support the status change is required."

- 7. The PRH states that if a student identified as UA contacts the center with a credible and verifiable explanation, the student's status may be changed to the appropriate leave category. Since PTO has to be requested "...no later than one hour after the training day starts," what leave categories can be used with the verifiable explanation?**

The policy requiring that leave is requested no later than one hour after the start of the training day has not changed. Please refer to Exhibit 6-1 to review leave categories, as the appropriate leave category would depend upon the circumstances.

- 8. Will all UA days accumulated in the prior 12 months be removed after the student's 13<sup>th</sup> month on center or will the days be removed as they were accumulated?**

The days will be removed on a rolling basis. For example, if a student accumulated a UA day on August 15, 2018, that UA day will drop off at 12 a.m. on August 15, 2019.

## **MISSING MINOR STUDENT**

### **9. When should the Missing Minor Student leave status be used and what is the process for using it?**

The Missing Minor Student leave status will be used when a student is reported as a UA and the parent/legal guardian verifies that he or she is unaware of the student's whereabouts. This status should be used only in the bona fide case of a minor student that is missing through no fault of their own. This category will be used rarely and must include proper documentation, such as a police report.

### **10. Is the Missing Minor Student leave status paid or unpaid?**

This is an unpaid duty status because the student is unaccounted for and is not engaged in center activity.

### **11. Can a student be separated from the program while in the Missing Minor Student leave status?**

A student can only be separated with the Regional Director's concurrence and only after it is evident that the student, through no fault of their own, will not be returning.

### **12. Is there a limit on how long a student can remain in the Missing Minor Leave status?**

A missing minor student will remain in this duty status until located or as otherwise directed by the Regional Director.

### **13. When a student is removed from the Missing Minor Student status, what other status can they be placed in?**

Students can be moved from the Missing Minor Student status to UA to another appropriate leave status, depending on the circumstances that led to their being identified as missing.

For example, if it is determined that the student was at a friend's house, the status will be changed to UA for the days that the student was identified as missing.

However, if it is determined that the student was identified as missing because he or she was hospitalized due to an emergency, the student will be placed in the appropriate status on the date that the emergency occurred and for all subsequent days he or she was identified as missing.

**14. Is documentation required to change a student's leave status from Missing Minor Student to another leave status?**

Yes. Documentation that verifies the student's whereabouts is required when changing from a Missing Minor Student leave status to another leave status.

## **Winter Break**

**15. What are the changes to the Winter Break leave policy?**

Winter Break leave will be divided into three subcategories:

- Winter Break On Center occurs when a student chooses to remain on center during the winter break period and is not participating in authorized off-center training [Career Technical Skills Training (CTST), Work-Based Learning (WBL) or training provided by an Other Training Provider (OTP)].
- Winter Break Off Center occurs when a student chooses to depart the center for the winter break period.
- Alternative Winter Break occurs when a student participates in authorized off-center training (CTST, WBL, or OTP) during the winter break period and chooses to take their winter break at a later date.

Students are allowed to take either Winter Break Off Center or Alternative Winter Break (Alternative Winter Break can only be used if the student is engaged in CTST, WBL, or OTP during the winter break period); winter break cannot exceed 10 consecutive days. If a student uses less than 10 days during the winter break period and returns to the center early, the student will be placed in the Winter Break On Center status.

Students that are participating in center-authorized off-center training (CTST, WBL, or OTP), but are staying on center during the winter break period, will remain in Present for Duty On Center status and will be required to sign the Morning Accountability Check (MAC) sheet daily to support accountability; will have documented participation in CTST, WBL, OTP; and will sign the serialized register at the Welcome Center as they depart from and return to the Center.

The leave category Administrative Leave without Pay has been eliminated. Students who remain on center during winter break will be placed in Winter Break On Center leave status.

### **Winter Break Scenarios:**

- A student who chooses to remain on center during the winter break period and is not participating in authorized off-center training (CTST, WBL, or OTP) will take Winter Break On Center leave. An example is a student who chooses not to return home to his or her family and remains on center during the winter break period.
- A student who participates in authorized off-center training (CTST, WBL, or OTP) and remains on center during the winter break period will be categorized as Present for Duty On Center. This student can request an alternative winter break to be taken at a later date.
- If a student's family picks him or her up from center on the fourth day of the winter break period, a student's leave status will originally be recorded as Winter Break On Center and changed to Winter Break Off Center when the student departs.
- If a student's departure for winter break is delayed and the student returns before the end of winter break, the student will move from a Winter Break On Center leave status to a Winter Break Off Center leave status and then return to a Winter Break On Center leave status.
- Students cannot move from Winter Break Off Center leave status to Winter Break On Center leave status and then return to Winter Break Off Center leave status. A student who departs the center and then returns to center prior to the end of the winter break cannot depart the center again.
- A student can remain on center to complete authorized off-center training (CTST, WBL, or OTP) during a portion of the winter break and then begin their winter break either on or off center. The student will be recorded as Present for Duty on Center and once starting winter break will be placed on either Winter Leave On Center or their Winter Break Off Center leave status, as appropriate. The student can also choose to use their remaining leave days through Alternative Winter Break leave at a later date.
- The individual Winter Break leave sub-categories, or any combination of the sub-categories, cannot exceed 10 leave days.

**16. The National Office approved Job Corps centers to allow students to go from Winter Break leave to PTO (previously Personal Leave), with government paid transportation (JCDC Notice 15-111 Winter Break, dated December 16, 2015). Is this policy still valid?**

This policy is still valid. PTO can be combined with Winter Break leave. However, if PTO is combined with Winter Break leave, any costs for travel beyond the government

paid travel from the center to home or an alternate destination and back to the center must be charged to the student.

**17. Can students take Winter Break regardless of how long they have been enrolled?**

Yes. All students are entitled to a winter break, regardless of their length of enrollment.

**18. Is it mandatory for students that are not able to take Winter Break leave because of a conflict with their off-center training or program activity to schedule an alternative break?**

No. It is not mandatory for students to take a winter break. An alternative winter break may be taken and can consist of no more than 10 consecutive unpaid non-training days. The plan for the alternative winter break should be documented and authorized by the Regional Office.

**19. Can a student take an alternative winter break and remain on center?**

No. Students cannot take an alternative winter break and remain on center during 'Alternative Winter Break' leave.

## **Fact Finding Board Leave (FFBL)**

**20. How long is FFBL for Level I and Level II student conduct infractions?**

FFBL for a Level I infraction is three days and for a Level II infraction it is five days, corresponding to the length of time the Fact Finding Board has to make determinations about a student's culpability for the infractions.

**21. If a student is sent home on FFBL and then returns to center, is the return transportation taxable?**

No. All transportation related to FFBL, regardless of the circumstances, is paid for by the government and is not taxable. This is consistent with guidance from the IRS providing that if the transportation is for the convenience/benefit of the government, the government paid transportation is not taxable to the student.

## **Regional Office Management Leave (ROML) and National Office Management Leave (NOML)**

### **22. What is the difference between ROML and NOML?**

ROML gives Regional Directors the authority to grant students up to five unpaid leave days for extenuating circumstances. Regional Directors may extend this leave for longer than five days as a reasonable accommodation to students. Exhibit 6-1 will include examples of appropriate reasons for granting ROML. Examples include un-subpoenaed court appearances, meetings with parole or probation officers, elective medical treatment, cultural or religious observances or practices, pressing family obligations, sustenance activities, religious accommodations, and other pressing matters which may impact retention.

The National Director sets the parameters for NOML, including timeframes and transportation, which will be determined on a case-by-case basis. This leave category is not requested.

### **23. What specific documentation will be required when requesting ROML and how far in advance must it be submitted?**

Specific documentation is dependent upon the reason for requesting leave. Any documentation that the student has should be submitted at the time the leave is requested (e.g. elected medical/dental treatment, verification from court, meeting with parole or probation officer, etc.).

### **24. ROML is not eligible for government paid travel, but NOML may be. Are there any circumstances when ROML would be eligible for government paid travel?**

No. Regional Office Management Leave is never eligible for government paid travel.

### **25. If a center needs to close because of center-specific conditions (e.g., boiler issues, bed bugs, etc.), what is the appropriate student leave category?**

The appropriate leave category is either Administrative Leave with Pay (ALWP) or ROML, depending on the circumstances and guidance provided by the Regional Office.

## **Personal Leave for Childcare without Pay**

**26. Is this leave status available to enrolled Job Corps students who have step- and/or foster children?**

Yes. This leave status is available to any Job Corps student who is a parent and must care for dependent children.

**27. Is documentation required to prove parental responsibilities to use Personal Leave for Childcare without Pay?**

Yes. Students must provide a statement asserting parental responsibilities prior to the use of this leave status.

## **Exhibit 6-3 Student Transportation**

**28. When is transportation for Administrative Leave with Pay taxable and when is it not taxable?**

According to guidance provided by the Internal Revenue Service, if the transportation is for the convenience/benefit of the government, then it is not taxable to the student.

Exhibit 6-3 will provide specific examples of taxable and non-taxable transportation.

## **Miscellaneous**

**29. Please provide clarification regarding the expectation to take attendance within one hour after the training day starts.**

The Morning Attendance Check (MAC) must be completed no later than one hour after a student's scheduled training day start time to establish present-for-duty status for all students. This is established Job Corps policy and is not part of the new Student Leave Policy.

**30. Will all of the student leave-related changes be made in CIS by the July 7, 2017, deployment?**

Yes. The National Office will ensure that all of the necessary student leave-related changes are completed and effective in CIS by July 7, 2017.