

April 5, 2008

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 07-04
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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

FROM: ESTHER R. JOHNSON, Ed.D.
National Director
Office of Job Corps

SUBJECT: PRH Chapter 6, Sections 6.1—6.4; Exhibits 6-1, 6-2, and 6-3: Revised Leave Policy and Documentation Requirements

1. Purpose. To clarify and provide uniform instructions to the Job Corps community regarding the following revisions to the leave policy: student leave categories; uniform criteria and limitations of the different leave categories; acceptable documentation methods for student leave; and how the transition from the current leave policy to the new leave policy will be achieved. The new leave policy will go into effect **April 5, 2008**.

Note: On December 12, 2007 Program Instruction No. 07-17 was released to the field providing advance notice of changes to the leave policy to allow adequate time for all staff to become familiar with the revisions in the leave policy and for the Job Corps Data Center (JCDC) to make the necessary updates to the Center Information System (CIS). **Please be advised, however, that this Change Notice includes further modifications to the leave policy that were not included in Program Instruction No. 07-17.**

2. Background. Improvements in quality assurance, data integrity, and data monitoring have necessitated greater clarity in both leave policy language and audit instructions related to the documentation of student leave.

3. Explanation of Changes. The Data Integrity Workgroup has recommended Policy and Requirements Handbook (PRH) changes to the National Office of Job Corps to modify the leave policy based upon information communicated during the Job Corps Leadership Conference in

October 2006. The leave policy has therefore been redrafted to incorporate many of these recommendations and to further enumerate the criteria and limitations for the various leave types.

In order to support the leave policy changes, JCDC has made substantial modifications to the CIS. **These CIS revisions will be released on April 5, 2008 to correspond with the release of the leave policy.**

JCDC is also in the process of implementing a further change in CIS to allow centers not only to designate “training days” for their center, but also to adjust the “training days” of individual students whose schedule differs from the center’s designated training days. This will ensure that training days are accrued accurately as specified under the criteria/limitations of the revised leave categories. This CIS enhancement is anticipated to be completed and released in early PY 2008.

Overview of Major Changes to the Duty/Pay/Leave Categories

The revised leave policy has eliminated certain leave categories, disaggregated other leave categories, and created new leave categories. Presented below is an overview of the **major changes** to the leave policy. Full details regarding each leave type (including its uses and criteria and limitations) are provided in Exhibit 6-1.

- a. Paid-Present for Duty-Off Center. The Present for Duty-Off Center status has been disaggregated so that each use type has a unique CIS category as indicated by Exhibit 6-1. Further changes to this status include the following:
 - (1) A new category has been added (Non Resident OCT/ACT) for students enrolled in off-center OCT/ACT programs.
 - (2) The maximum allowable time under the status Home-Based Work-Based Learning (WBL) has been extended by an additional 6 weeks with Regional Office approval.
 - (3) The status Miscellaneous now has a limit of 10 training days.
 - (4) A new category has been added (Fire Fighting, Emergency Services) for students involved in authorized activities off-center, fire fighting, and other national emergencies.
- b. Paid-Not Present for Duty-Emergency Leave. This leave status has been discontinued.

- c. Paid-Not Present for Duty-Administrative Leave. Changes to this status include:
 - (1) This status can no longer be used for short-term active duty in the National Guard or for “other circumstance of an urgent personal nature” such as interruptions in child-care arrangements.
 - (2) The allowable days under this status has been reduced from 10 training days per 6-month period to 5 training days during a consecutive 6-month period.
- d. Paid-Not Present for Duty-Bereavement Leave. This is a new leave status for use when there is a death in the immediate family. There is a maximum of 10 training days per 12-month period allowed under this leave status.
- e. Paid-Not Present for Duty-Active Duty. This is a new leave status to use for short-term active duty in National Guard. There is a maximum of 8 weeks during enrollment allowed under this leave category.
- f. Paid-Not Present for Duty-Personal Leave. This is a new leave status for use at students’ discretion for any purpose. There is a maximum of 5 training days available at enrollment; after the first 6 months of enrollment, 1 day is accrued for every subsequent 30 days of enrollment.
- g. Temporarily Unaccounted For (TUF). This category has been discontinued.
- h. Unpaid-Not Present for Duty-Absent Without Leave. Aligned with the removal of TUF, the AWOL policy has changed as follows:
 - (1) Students who fail to return to or report within 1 hour after their scheduled training day start time must be identified and reported as AWOL.
 - (2) If a credible and verifiable explanation is provided, the AWOL status may be changed to the appropriate leave category, effective the date of contact and receipt of documentation to support the status change.
 - (3) An AWOL student who returns to the center after the allowable timeframe will remain in AWOL status, but may participate in regularly scheduled activities per Chapter 6.1, R3. c.
 - (4) AWOL in excess of 6 consecutive training days, or 12 non-consecutive training days in a 6-month period, will result in separation effective 1 hour after the student’s scheduled training day start time on the 7th or 13th day of absence, as applicable. Note: If the student reports on the 7th or 13th day (as applicable) within 1 hour of their scheduled training day start time, the student will not be separated as AWOL.

- i. Unpaid-Not Present for Duty-Administrative Leave without Pay. The uses of this leave status have been revised. Changes to this status include:
 - (1) This status can no longer be used for absences due to family compassion or hardship nor when all other leave is exhausted.
 - (2) This status may be used for absences due to un-subpoenaed court appearances, appearance for probation/parole, or for cultural or religious observances/practices.
 - (3) The maximum days allowed under this leave category have been reduced from 30 training days per 12-month period to 5 training days during a consecutive 6-month window.

- j. Unpaid-Not Present for Duty-Personal Leave. This is a new leave status for non-residential students who are custodial parents that have to remain at home to care for their dependent children. There is a maximum of 5 training days during enrollment allowed under this leave category.

In addition to these revisions, three additional leave categories have been added to the Duty/Pay/Leave Status Chart in Exhibit 6-1 for use when a student is re-established with approval from the Regional Office as specified by the criteria in Chapter 6.4, R5 b.

Application of the New Leave Policy to Students Enrolling From April 5, 2008 Onwards

The leave policy, as described in PRH Chapter 6 and Exhibit 6-1, will apply to all students who enroll into Job Corps on April 5, 2008, or thereafter. The calculation of available leave days for all leave types for these students is based upon their enrollment date.

Application of the New Leave Policy to Students Enrolled Prior to April 5, 2008

All students who were enrolled in the program prior to, and are active on, April 5, 2008, will transition to the new leave policy on April 5, 2008. **Please note, however, that students who are on leave on April 5, 2008, or have approved leave request under the previous leave policy prior to April 5, 2008, will be able to use that leave in accordance with the previous policy's uses, criteria, and limitations.**

As of April 5, 2008, leave categories that have been eliminated cannot be used for active students (unless the student is currently on leave under that status, or has an approved leave request under that status, as described above). Active students (as appropriate) will receive the full allowable days, under the criteria and limitations specified in Exhibit 6-1, for all new leave categories; please note, however, for the purposes of calculating available leave, the April 5, 2008, date will be used in lieu of the enrollment date for active students. For leave categories that existed in the previous policy, but where changes have been made to the allowable leave days,

active students will begin with a zero balance under that leave status. For leave categories that existed in the previous policy and where minimal changes have been made, **the balance of days active students have used prior to April 5, 2008, however, will transition.** For example, if a student has 4 AWOL training days prior to April 5, 2008, that student will still have used 4 AWOL training days when they transition to the new leave policy.

The below list details the allowable days, by leave category, that will transition to active students under the new leave policy. Please note that the uses of the leave categories, and all other criteria and limitations, as specified in Exhibit 6-1, will apply to active students.

- a. Paid-Present For Duty-Off Center. As of April 5, 2008, active students will have available to them:
 - (1) The full 6 weeks during enrollment for Home-Based Work-Based Learning, with an additional 6 weeks available with Regional Office approval.
 - (2) The full 10 training days (with an additional 5 training days at the Regional Office's discretion) under the Job Search/Interview/College & Apprenticeship Registration.
 - (3) The full 10 training days under the Miscellaneous status.
 - (4) The full 8 weeks under the Fire Fighting, Emergency Leave.

NOTE: As indicated in Exhibit 6-1, there is no time limit to the leave status CTST/WBL/OCT.

- b. Paid-Not Present for Duty-Administrative Leave. As of April 5, 2008, active students will have available to them:
 - (1) The full 5 training days within any consecutive 6-month period allowed under this leave status. The 6-month period will begin April 5, 2008. Any leave previously taken under this category will **not** transfer on April 5, 2008.
- c. Paid-Not Present for Duty-Bereavement Leave. As of April 5, 2008, active students will have available to them:
 - (1) The full 10 training days per 12-month period (beginning April 5, 2008) allowed under this leave status.
- d. Paid-Not Present for Duty-Active Duty. As of April 5, 2008, active students will have available to them:
 - (1) The full 8 weeks during enrollment allowed under this leave category.

- e. Paid-Not Present for Duty-Personal Leave. As of April 5, 2008, active students will have available to them:
 - (1) The 5 training days allowed under this leave category; active students will begin accruing personal leave days (1 day accrued for every subsequent 30 days of enrollment) 6 months after April 5, 2008.
 - f. Unpaid-Not Present for Duty-Absent Without Leave. As of April 5, 2008, active students will be separated for:
 - (1) Unauthorized absences in excess of 6 consecutive training days or 12 non-consecutive training days. **The balance of days previously recorded under this category will transfer on April 5, 2008.**
 - g. Unpaid-Not Present for Duty-Administrative Leave Without Pay. As of April 5, 2008, active students will have available to them:
 - (1) The full 5 training days within a consecutive 6-month window allowed under this leave status. The 6-month period will begin April 5, 2008. Any leave previously taken under this category will **not** transfer on April 5, 2008.
 - h. Unpaid-Not Present for Duty-Personal Leave. As of April 5, 2008, active non-residential students who are custodial parents that have to remain at home to care for their dependent children will have available to them:
 - (1) The full 5 training days during enrollment allowed under this leave category.
4. Action Required. Addressees are to ensure that this Change Notice is distributed to all appropriate staff.
5. Effective Date. April 5, 2008.
6. Inquiries. Inquiries should be directed to Dale Fischer at (202) 693-3131 or fischer.dale@dol.gov.

Attachments

- A - PRH Chapter 6
- B - PRH Exhibit 6-1
- C - PRH Exhibit 6-2
- D - PRH Exhibit 6-3