

January 23, 2017

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 16-09
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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: LENITA JACOBS-SIMMONS
National Director
Office of Job Corps

SUBJECT: 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)

1. Purpose. To revise and clarify Job Corps' policy regarding its Student Leave System.
2. Background. 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. As a first step in aligning training policies with workplace practices, in April 2016, Job Corps eliminated summer break. The Student Leave System is changing to increase the number of days students are present for training.

Additionally, the changes to the Student Leave System are designed to:

- Give 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 training slots.

3. Summary of Change(s). This change notice transmits changes to the Policy and Requirements Handbook (PRH), modifying the Student Leave System. The most significant changes are summarized below.

- *Paid Time off (PTO)* replaces *Personal Leave With Pay (PLWP)* in the student leave category. Many employers in the U.S. use this leave system. Under the PTO, students will accrue 1 paid leave day per 30 days of enrollment.
- The student leave category “Administrative Leave Without Pay (ALWOP)” is eliminated. Students will use accrued PTO days to address personal matters that require leave.
- A new leave category, “Fact Finding Board Leave (FFBL),” has been added. This leave category is for use 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. In addition, the National Director has discretion to extend this leave if the National Director has suspended the timeframe for the Fact Finding Board (FFB) to issue its decision if the student subject to the FFB is also the subject of an active police investigation. The National Director can also remove any student charged with a Level II infraction if the National Director determines he/she is a threat to himself/herself or others.
- A new leave category, “Regional Office Management Leave (ROML),” has been added. This category provides Regional Directors the authority to grant students up to 5 unpaid leave days for extenuating circumstances such as subsistence fishing/hunting, religious accommodations, emergencies, or significant personal business. Regional Directors may also 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),” has been added. This leave category is an unpaid leave and will address special circumstances. Parameters for the leave, including timeframes and transportation, will be determined by the National Director on a case-by-case basis.
- The leave category “Personal Leave Without Pay (PLWOP),” which was available to non-residential, custodial parents has been renamed “Personal Leave For Childcare Without Pay (PLCWOP)” and modified to make 5 unpaid leave days available to all students who are parents needing to care for their children.
- *Unauthorized Absence (UA)* replaces the term *Absent Without Leave (AWOL)*.
- The number of Unauthorized Absence days that result in a student separation has been decreased. The policy has been updated so that once students accrue 3 consecutive or 5 nonconsecutive Unauthorized Absence days in a 12-month period, they are separated from the Job Corps program.

Appendix 301 Test of Adult Basic Education (TABE®) Requirements and Instructions

- Requirements and Instructions, 3. Follow-Up Testing: Examples of leave categories have been edited.

Exhibit 3-2 Requirements for the Conduct of Fact-Finding Boards

- Minor editorial changes are made to clarify previously undefined acronyms and provide other necessary clarification.
- Under *Student Participation* for *Level I* infractions, clarified that after a Level I infraction, a student is immediately removed from the center and placed on FFBL.
- Under *Student Participation* for *Level II* infractions, clarified that if a student is determined to be a threat to himself/herself or others, the student is immediately removed from the center and placed on FFBL.

Chapter 6 Administrative Support

- All references to *Off Center Training (OCT)* have been changed to *Other Training Provider (OTP)* to more clearly define the providers. Subsequent OCT references have been modified accordingly.
- Section 6.1, Student Attendance, Leave, and Absences
General word changes have been made throughout, clarifying center responsibilities and requirements. The primary changes establish that Center Operators must know at all times a student's status and location, ensure he/she is participating in class and training activities, and have a system for tracking attendance.
- Section 6.1, 6.2, 6.4, 6.11. Unauthorized Absences
Unauthorized Absence (UA) replaces the term *Absent without Leave (AWOL)*. Subsequent AWOL references have been modified accordingly.
- Section 6.3, R3. Separation
Minor editorial changes were made in this section to clarify previously undefined acronyms and provide other necessary clarification.
- Section 6.4, R4. Separations
The language in paragraph (c)(9) was updated to reflect the new policy regarding Unauthorized Absences. A student will be separated from the program if the student accrues 3 consecutive unauthorized absence training days or 5 non-consecutive unauthorized training days in a 12-month period. The effective date of separation is 2 hours after the student's scheduled training day start time on the 3rd or 5th day of absence, as applicable. It is further noted that if a student who is in Unauthorized Absence status for 3 consecutive training days or 5 non-consecutive training days in a 12-month period reports on the 3rd or 5th day (as applicable) within 2 hours of their scheduled training day start time, the student will not be separated as an Unauthorized Absence Separation.

In paragraph (c)(10), the word *National* has been inserted before Office of Job Corps for clarification.
- Section 6.5, R6 Welcome Kit
R6 Welcome Kit has been corrected and changed to R7 Welcome Kit.
- Section 6.11, R1, Trainee Employee Assistance Program (TEAP)
In paragraph (e)(3)(a), the reference to summer break was eliminated as it was originally deleted in CN 15-13, published April 29, 2016.

Exhibit 6-1, Duty/Pay/Leave Status Chart

- *Paid Time off (PTO)* replaces *Personal Leave with Pay (PLWP)* in the student leave category. Under the approved PTO system, students will accrue 1 paid leave day per 30 days of enrollment. Subsequent PLWP references have been modified accordingly.
- Under the student leave category, *Paid Time Off* examples of how this leave can be used are provided.
- Under the student leave category *Paid Time Off*, the criteria that “5 training days [are] available upon enrollment for personal leave use” is deleted. Students no longer begin the program with 5 available days. Instead, students will accrue 1 paid PTO day per 30 days of enrollment.
- *Unauthorized Absence (UA)* replaces *Absent without Leave (AWOL)* in the student leave category. Subsequent AWOL references have been modified accordingly.
- In the unpaid leave category *Unauthorized Absence*, the reference to a student failing to return within 3 hours is changed to 2 hours. PRH Change Notice 15-04, issued September 16, 2015, required centers to “identify and report as Absent Without Leave (AWOL) any student who fails to return or report at 2 hours after the student’s required attendance time, whether on or off center (e.g., the start of a training day).” That change was made throughout the PRH, but missed in Exhibit 6-1. This is a technical correction to reflect Change Notice 15-04.
- In the unpaid leave category *Unauthorized Absence*, the reference to a student being absent *in excess of 6 consecutive training days* is replaced with *3 consecutive training days*, per the new policy. The phrase *in excess* has been removed. Also updated is that the student will be separated 2 hours after the start of his/her scheduled training day on the 3rd training day, as opposed to the 7th.
- In the unpaid leave category *Unauthorized Absence*, the reference to a student being absent *in excess of 12 training days...in the prior 6-month window* is replaced with *5 training days...in the prior 12-month window*, per the new policy. The phrase *in excess* has been removed. Also updated is that the student will be separated two hours after the start of their scheduled training day on the 5th training day, as opposed to the 15th.
- In the unpaid leave category *Unauthorized Absence*, the reference to SBRK has been removed.
- The student leave category *Fact Finding Board Leave (FFBL)* has been added. This unpaid student leave category can be granted for up to 5 days and will be used when it is necessary to remove a student from a center pending results of a disciplinary Fact Finding Board. The National Director has discretion to extend this leave if the National Director has suspended the timeframe for the Fact Finding Board to issue its decision if the student subject to the Fact Finding Board is also the subject of an active police investigation or to remove any student charged with a Level II infraction if the National Director determines they are a threat to themselves or others.

- The student leave category *Administrative Leave Without Pay (ALWOP)* has been removed. This leave category has been absorbed into the PTO system; students will use accrued PTO days to address personal matters that require leave. In the event that a student has an obligation such as an un-subpoenaed court appearance or a cultural or religious observance for which the student has insufficient PTO, Regional Office Management Leave is available, if appropriate.
- The student leave category *Regional Office Management Leave (ROML)* has been added. This unpaid student leave category can be granted for up to 5 training days. This restriction does not apply to additional leave days provided as a reasonable accommodation to students (e.g. with disabilities, as a religious accommodation), with emergencies, or other significant personal business that may be granted by the Regional Director.
- The student leave category *National Office Management Leave (NOML)* has been added. This unpaid student leave category provides the National Director with the discretion to grant leave to students for special circumstances. Parameters for use are determined on a case-by-case basis.
- The student leave category *Personal Leave without Pay* has been modified and renamed *Personal Leave for Childcare without Pay (PLCWOP)*. This unpaid leave category can be granted for up to five days to any student parent that must care for their dependent children. The reference to “custodial” parent has been removed.

Exhibit 6-3 Student Transportation

- The paid leave category Administrative Leave with Pay, taxable column, has been changed to “Depending on the Circumstances.”
- The paid leave category *Personal Leave* has been replaced with *Paid Time off (PTO)*.
- The leave category *Regional Office Management Leave (ROML)* has been added as a purpose of travel.
- The leave category *National Office Management Leave (NOML)* has been added as a purpose of travel. The Government Paid Travel and Taxable column for NOML have been defined based on specific circumstances surrounding the leave.
- The leave category *Personal Leave for Childcare without Pay (PLCWOP)* has been added as a purpose for travel.
- The leave category *Administrative Leave without Pay (ALWOP)* has been deleted as a purpose of travel.
- The leave category *Fact Finding Board Leave (FFBL)* has been added as a purpose of travel. The Taxable column for FFBL has been changed to “No.”
- The leave category *Absent without Leave (AWOL)* has been replaced with *Unauthorized Absence (UA)*.
- Paid Time Off, Regional Office Management Leave, Personal Leave for Childcare without Pay, and Unauthorized Absence have been changed under the Taxable

column from “No” to “N/A” since taxing is “not applicable” as there is no government paid travel to tax.

4. Transition to New Leave System. Students who have already accumulated paid leave days will retain those leave days. When the new leave system is in effect, all students will accrue 1 Paid Time Off (PTO) day per 30 training days.
5. Action Required. Addressees are to ensure this Change Notice is distributed to all appropriate staff.
6. Effective Date. Changes are effective March 15, 2017, so that centers have time to educate students and help them adjust to the new leave system.
7. Inquiries. Inquiries should be directed to Natalie Boan-Kapustin at (202) 693-3154 or BoanKapustin.Natalie@dol.gov.

Attachments

- A – PRH Chapter 3, Appendix 301
- B – PRH Chapter 3, Exhibit 3-2
- C – PRH Chapter 6
- D – PRH Chapter 6, Exhibit 6-1
- E – PRH Chapter 6, Exhibit 6-3
- F – Student Leave Summary