

## EXHIBIT 6-1 DUTY/PAY/LEAVE STATUS CHART

Pay Status	Duty Status	CIS Leave Type	CIS Leave Reason	Uses	Criteria/Limitations
Paid	Present for Duty	Present for Duty On Center	N/A	For students involved in normal training and other on-center activities.	
Paid	Present for Duty Off Center	Present for Duty Off Center	Non-Resident ACT/OTP	For non-resident students enrolled in off-center ACT/OTP programs.	<ul style="list-style-type: none"> <li>Centers must have documented daily accountability for student attendance at the ACT/OTP site; this documentation should be submitted, at a minimum, once per week to the center.</li> </ul>
Paid	Present for Duty Off Center	Present for Duty Off Center	Home-Based WBL	For students involved in authorized activities off-center for home-based Work-based Learning (WBL).	<ul style="list-style-type: none"> <li>Home-based WBL assignment is limited to a maximum of 6 work weeks (30 training days) per student enrollment. The Regional Office, at its discretion, may grant a waiver to extend the 6-week limit if there is reasonable expectation of full-time employment, not to exceed 6 additional weeks (30 additional training days). See PRH Section 3.8 for details.</li> <li>At the end of the home-based WBL assignment, the student may return to the center, or may be separated as an ordinary separation without returning. When a student does not return to the center, the center is required to arrange an appointment for the student with the student's CTS counselor.</li> </ul>
			CTST/WBL/OTP	For students involved in off-center training that requires overnight stays (CTST, WBL, OTP).	<ul style="list-style-type: none"> <li>The CTST projects must be approved on a center's CTST plan.</li> <li>Other WBL and OTP must have approval by the region through the CDSS plan or authorization letter.</li> <li>Covers such programs as American Barge Lines, Advanced Paving, Advanced Cement, Habitat, and similar programs.</li> </ul>
			Career-Related Activities	For students involved in authorized activities off center for job interviews, job search, apprenticeship registration, college application processing, or armed forces processing.	<ul style="list-style-type: none"> <li>Maximum length of time for out-of-town job search and interviews, apprenticeship registration, college registration, or armed forces processing shall not exceed 10 training days during enrollment.</li> <li>The Regional Office, at its discretion, may grant a waiver to extend the 10 training day limit if there is reasonable expectation of full-time employment. Regional Office extensions are limited to 5 training days during a student's enrollment.</li> <li>Students must have at least two prearranged and verifiable job interviews (one of which may be the CTS, One Stop, Employment office) set up for this period.</li> <li>Student must have an appointment to visit the Career Transition Services (CTS) office in their home area if one exists; if not, telephone contact with the appropriate CTS office should be scheduled.</li> <li>At the end of the job search period, if the student has not been successful in job search activity, that student will be separated effective on the 11th day (or the 16th day if a Regional Office waver has been granted), with a referral to the appropriate CTS office. The center has the option of returning the student to the center for additional training or employability assistance prior to the 11th day (or 16th day).</li> </ul>
Paid	Present for Duty Off Center	Present for Duty Off Center	Firefighting, Emergency Service	For students involved in authorized activities off center firefighting and/or national emergencies.	<ul style="list-style-type: none"> <li>Maximum length of time shall not exceed 8 weeks (56 calendar days) per year of enrollment.</li> <li>Verification must be documented on the leave form in CIS.</li> </ul>

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Paid	Present for Duty Off Center	Present for Duty Off Center	Center Miscellaneous	For students involved in authorized training activities off center for recruiting drives, escort duty, competitions, awards, conferences, events.	<ul style="list-style-type: none"> <li>Maximum length of time shall not exceed 10 training days during enrollment.</li> <li>Verification must be documented on the leave form in CIS.</li> </ul>
Paid	Present for Duty En Route	En Route	En Route	For students in authorized travel status using most direct route home or to receiving center for: <ul style="list-style-type: none"> <li>New Arrivals.</li> <li>Separations.</li> <li>Transfers.</li> </ul>	<ul style="list-style-type: none"> <li>New enrollees with inbound travel overnight or longer.</li> <li>Separating students with travel overnight or longer.</li> <li>Transferring students during travel by most direct route.</li> <li>En route status not authorized if student takes unauthorized side trip or layover.</li> </ul>
Paid	Present for Duty On Pass	On Pass	Visit family/friend National Guard Duty	For authorized overnight pass including National Guard weekend duty.	<ul style="list-style-type: none"> <li>Must not conflict with scheduled classes.</li> <li>Destination must be documented.</li> <li>For minors, only to destinations authorized by parental consent.</li> </ul>
Unpaid	Not Present for Duty	Winter Break	Visit family/friend	Students are entitled to a scheduled winter break set by the National Office of Job Corps. This break will be scheduled to include 10 non-training days as well as two federal winter holidays and three weekends.	<ul style="list-style-type: none"> <li>Destination is home of record, or alternate destination.</li> <li>For minors, only to destinations authorized by parental consent.</li> <li>Students are entitled to go on winter break regardless of length of enrollment.</li> <li>Students may elect not to go on break, but may decide to remain at the center instead. Centers must have an appropriate level of structured activities for students who remain at the center during break periods.</li> <li>Some students will not be able to go on the scheduled break because of conflicts with their off-center training or program activity schedules. In these cases, the students shall be permitted to go on an alternate break consisting of 10 consecutive non-training days.</li> <li>Regional Offices may authorize individual break schedules for specific students. Documentation of approval must be maintained in the student's permanent record.</li> </ul>
Paid	Not Present for Duty- Administrative Leave with Pay	Administrative Leave with Pay	Center closure for emergency Securing medical treatment Subpoenaed court appearance Temporarily housed off center Life-threatening illness/injury Illness or injury of child Illness with symptoms of H1N1 influenza	For authorized absences due to: <ul style="list-style-type: none"> <li>Center closure for emergency conditions.</li> <li>Securing medical/dental treatment as concurred by center health staff.</li> <li>Subpoenaed court appearance</li> <li>Temporarily housed off center as a precaution against harm or injury to self.</li> <li>Life-threatening illness or injury to immediate family (mother, father, spouse, grandmother/father, child, sister, brother, guardian, sole living blood relative, someone acting in lieu of parents).</li> <li>Serious illness or injury to student's child.</li> <li>Illness with symptoms of H1N1 influenza, including fever, chills, sore throat, coughing, and muscle pain.</li> </ul>	<ul style="list-style-type: none"> <li>Shall not exceed 5 training days within any consecutive 6-month period.</li> <li>Must be verified by attending physician, hospital authority, government authority, or court official with the exception of H1N1 influenza symptoms. Students exhibiting H1N1 influenza symptoms do not require third-party verification for use of this leave category.</li> <li>Verification obtained from phone calls is allowed as long as the following information is obtained and documented on the CIS leave form: name of contact person, title, phone number, date of contact, and name and address of the facility.</li> <li>Regions can authorize an additional 5 training days for students who have extenuating circumstances. Documentation and regional approval must be maintained in the student's permanent record.</li> <li>Regions can extend the number of training days under this leave in the case of emergency center closure.</li> </ul>

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Paid	Not Present for Duty – Bereavement Leave	Bereavement Leave	Bereavement	Death in immediate family (mother, father, spouse, grandmother/father, child, sister, brother, guardian, someone acting in lieu of parents).	<ul style="list-style-type: none"> <li>• Not to exceed 10 training days per the prior 12-month window of time.</li> <li>• Must be verified by attending physician/hospital, funeral director, American Red Cross.</li> <li>• Verification obtained from phone calls is allowed as long as the following information is obtained and documented on the CIS leave form: name of contact person, title, phone number, date of contact, and name and address of the facility.</li> <li>• Verification must be obtained within 1 working day after leave request.</li> <li>• Must be authorized by CD or designee.</li> </ul>
Paid	Not Present for Duty – Active Duty Military	Active Duty Military	Active Duty Military	Short-term active duty in National Guard.	<ul style="list-style-type: none"> <li>• Not to exceed 8 weeks (56 calendar days) during enrollment.</li> <li>• Must be verified with Military Personnel.</li> </ul>
Paid	Not Present for Duty – Paid Time Off (PTO)	Paid Time Off	Paid Time Off	For students to use at their discretion. Only allowed with concurrence of the center (e.g. vacation, to take care of personal business such as un-subpoenaed court appearances, meeting with probation/parole, elective medical/dental treatment, cultural or religious observances/practices, and pressing family obligations).	<ul style="list-style-type: none"> <li>• One training day is accrued every 30 calendar days of enrollment. Paid Time Off (PTO) day must be requested by the student, and the CIS leave form submitted, no later than 1 hour after a student's scheduled training day start time on the leave date.</li> <li>• No special documentation required, other than the CIS leave form.</li> </ul>
Unpaid	Not Present for Duty – Unauthorized Absence (UA)	Unauthorized Absence	N/A	For students who fail to return or report to center within 2 hours of the student's scheduled training day start time.	<ul style="list-style-type: none"> <li>• Unauthorized absence of three consecutive training days (not including weekends, holidays, winter break, or other center non-training days) will result in separation from the program 2 hours after student's scheduled training day start time on the 3rd training day, with the separation date being the 3rd training day.</li> <li>• Unauthorized absences of five training days (not including weekends, holidays, winter break, or other non-training days) in the prior 12-month window of time will result in separation from the program two hours after student's scheduled training-day start time on the 5th training day, with the separation date being the 5th training day.</li> <li>• If the student contacts the center with a credible and verifiable explanation, 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. The required verification is the same as outlined for Bereavement, Administrative Leave with Pay, etc.</li> </ul>
Unpaid	Not Present for Duty – Fact Finding Board Leave (FFBL)	Fact Finding Board Leave	Pending FFB Results	For student removal pending FFB results.	<ul style="list-style-type: none"> <li>• CSO incident report must be documented and submitted in CIS prior to leave being granted.</li> <li>• Up to five training days, due to alleged participation in a Level I infraction.</li> <li>• Up to five training days, due to alleged participation in a Level II infraction if student is determined to be a threat to themselves or others.</li> <li>• 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.</li> <li>• National Director can remove any student charged with a Level II infraction if the National Director determines they are a threat to themselves or others, in accordance with the PRH.</li> </ul>

Pay Status	Duty Status	CIS Leave Type	CIS Leave Reason	Uses	Criteria/Limitations
Unpaid	Not Present for Duty – Regional Office Management Leave (ROML)	Regional Office Management Leave	For Special Circumstances	<p>For special circumstances such as:</p> <ul style="list-style-type: none"> <li>The student does not have sufficient leave accrued to take care of significant personal business such as un-subpoenaed court appearances, meeting with probation/parole, elective medical/dental treatment, cultural or religious observances/practices, and pressing family obligations.</li> <li>Leave for subsistence fishing/hunting and religious accommodations.</li> <li>Personal considerations which affect retention.</li> </ul>	<ul style="list-style-type: none"> <li>Maximum length of time shall not exceed five training days per year of enrollment. This restriction does not apply to additional leave days provided as a reasonable accommodation to students (e.g. with disabilities or as a religion accommodation), with emergencies, or other significant personal business that may be granted by the Regional Director.</li> <li>Students must provide documentation, for their leave request to return home, and it shall be maintained in the permanent record.</li> <li>Leave must be requested by the student, and the CIS leave form submitted no later than the end of the same training day.</li> <li>Can only be approved by the Regional Director or Division Chief.</li> </ul>
Unpaid	Not Present for Duty – National Office Management Leave (NOML)	National Office Management Leave	For Special Circumstances	For special circumstances as determined by the National Director of Job Corps.	<ul style="list-style-type: none"> <li>Parameters for the leave, including timeframes and transportation, will be determined by the National Director of Job Corps on a case-by-case basis.</li> </ul>
Unpaid	Not Present for Duty – Personal Leave for Childcare Without Pay (PLCWOP)	Personal Leave for Childcare Without Pay	Personal Leave for Childcare	For students who are parents that have to remain at home to care for their dependent children during sickness or interruption in day care services.	<ul style="list-style-type: none"> <li>Maximum length of time shall not exceed 5 training days during enrollment.</li> <li>Student must provide legal documentation proving parental responsibilities prior to use of this leave status.</li> <li>Personal Leave for Childcare must be requested by the student, and CIS leave form submitted no later than the end of the same training day.</li> <li>No special documentation required.</li> <li>Can only be used after PTO days are exhausted.</li> </ul>
Paid	Not Present for Duty – Separation in Error	Separation in Error	Separation in Error	For students who are separated due to clerical error and must be re-established.	<ul style="list-style-type: none"> <li>No maximum number of days.</li> <li>This leave category may be used at the discretion of the Regional Office.</li> <li>Center must submit justification to Regional Office for approval.</li> </ul>
Paid	Not Present for Duty – Disciplinary Separation Overturn	Disciplinary Overturn with Pay	Disciplinary Overturn with Pay	<p>For re-establishment after disciplinary discharges are overturned by the Regional Office.</p> <p>For re-establishment after student found not guilty of felony or misdemeanor charge.</p>	<ul style="list-style-type: none"> <li>No maximum number of days.</li> <li>Center must submit justification to Regional Office for approval.</li> <li>Regional Office to approve use of this status.</li> </ul>
Unpaid	Not Present for Duty – Disciplinary Separation Overturn	Disciplinary Overturn without Pay	Disciplinary Overturn without Pay	<p>For re-establishment after disciplinary discharges are overturned by the Regional Office.</p> <p>For re-establishment after student found not guilty of felony or misdemeanor charge.</p>	<ul style="list-style-type: none"> <li>No maximum number of days.</li> <li>Center must submit justification to Regional Office for approval.</li> <li>Regional Office to approve use of this status.</li> </ul>