

## PRH Change Notice: Student Leave Policy Changes

As part of Job Corps' initiative to streamline and modernize policy, and in accordance with the WIOA's focus on the development of workplace skills, Job Corps identified a number of features of the student leave system that can be better aligned with workplace practices to prepare students for workplace success. As a first step to align Job Corps' training policies with workplace practices, the summer break was eliminated in April 2016. With the goal of increasing the number of days that students are present for training, changes are being made to the Student Leave System.

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

The most significant changes are summarized below:

- The student leave category "Personal Leave With Pay (PLWP)" is replaced with "Paid Time Off (PTO)," a leave system used by many employers in the U.S. Under the PTO system, students will accrue one 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 they are a threat to themselves or others, in accordance with the PRH.
- A new leave category, "Regional Office Management Leave (ROML)," has been added. This category provides Regional Directors the authority to grant students up to five 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 five 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” which was available to non-residential, custodial parents has been renamed “Personal Leave For Childcare Without Pay (PLCWOP)” and modified to make five unpaid leave days available to all students who are parents when needed to care for their children.
- The term “Absent Without Leave (AWOL)” has been replaced with the term “Unauthorized Absence (UA).”
- The number of Unauthorized Absence days, formerly known as AWOL days, that result in a student separation has been decreased. The policy has been updated so that once students accrue three consecutive or five nonconsecutive Unauthorized Absence days in a 12-month period, they are separated from the Job Corps program.