

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, including students who are staying on center and participating in center authorized off-center training during the winter break.	
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"> Centers must have documented daily accountability for student attendance at the ACT/OTP site (per Chapter 3 Section 3.1 R12). Documentation should be submitted, at a minimum, once per week to the center.
Paid	Present for Duty Off Center	Present for Duty Off Center	Career-Related Activity	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"> Maximum length of time for out-of-town job search and interviews, apprenticeship registration, college registration, or armed forces processing cannot exceed 10 training days during enrollment. The Regional Office, at its discretion, may grant a waiver to extend the 10-training day limit if there is a reasonable expectation of full-time employment. Regional Office extensions are limited to 5 training days during a student's enrollment. Students must have at least 2 pre-arranged and verifiable job interviews (one of which may be the CTS, One-Stop Career Center/American Job Center, or Employment Office) set up for this period. Students must have an appointment to visit the Career Transition Services (CTS) office in their hometown if one exists; if not, telephone contact with the appropriate CTS office should be scheduled. At the end of the job search period, if the student has not been successful in job search activity, the student will be separated from the Program, effective as of their 11th day of separation (or the 16th day if a Regional Office waiver 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 before the 11th day (or 16th day).
			CTST/WBL/OTP	For students involved in off-center training that requires overnight stays that are part of pre-approved curricular activities (CTST, WBL, OTP).	<ul style="list-style-type: none"> The CTST projects must be approved on a center's CTST plan. Other WBL and OTP programs must have approval by the Regional Office through the CDSS plan or authorization letter.

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			Distance Learning	For students not involved in in-person instruction. This leave status should not be used for other off-center instruction including OTP and ACT.	<ul style="list-style-type: none"> Centers must have documented accountability for student attendance and participation. Centers must use the distance learning module within CIS-3G to document a student's attendance. The documentation must be based on actual hours of attendance and participation, not planned or scheduled work. UA status during distance learning must be determined based on current policy. Distance Learning may be used for all instruction if required by the National Office due to a center or national crisis.
			Authorized Off-Center Training Activity	For students involved in authorized off-center training activities.	<ul style="list-style-type: none"> Covers off-center training activities for program including but not limited to Home based Work-based Learning, pre-apprenticeship, USDA Public Lands Corps (PLC), Work Experience Programs (WEP), and similar programs. Authorized off-center training activity is limited to a maximum of 6 weeks (42 calendar days) per student enrollment. The Regional Office, at its discretion, may grant a waiver to extend the 6-week limit, not to exceed an additional 10 weeks (70 calendar days). A written request for the waiver must be submitted to the region with supporting documentation before the end of the student's initial 6-week assignment. For the USDA PLC Program only, the extension should be limited to students who are at least 75% complete in the student's Training Achievement Record (e-TAR) or if there is a reasonable expectation of full-time employment. At the end of the authorized off-center training activity, students may return to the center or leave as an ordinary separation without returning to the center. When a student does not return, the student's CTS Specialist must schedule a meeting with the student.
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"> Assignments shall not exceed 6 consecutive weeks (42 calendar days) without Regional Office approval. The Regional Office, at its discretion, may grant a waiver to extend the 6-week limit if there is a confirmed need to extend firefighting/emergency service, not to exceed an additional 10 weeks (70 calendar days). Verification must be documented on the leave form in the CIS.
Paid	Present for Duty Off Center	Present for Duty Off Center	Center Miscellaneous	For students involved in authorized, off-center activities like recruiting drives, escort duty, competitions, awards, conferences, and events.	<ul style="list-style-type: none"> Maximum length of time shall not exceed 10 training days during enrollment. Verification must be documented on the leave form in the CIS.

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Paid	Present for Duty En Route	En Route	En Route	For students in authorized travel status, using the most direct route home; or to the receiving center for: <ul style="list-style-type: none"> New Arrivals Separations Transfers 	<ul style="list-style-type: none"> New enrollees with inbound travel overnight or longer. Separating students with travel overnight or longer. Transferring students during travel by the most direct route. En route status not authorized if a student takes an unauthorized side trip or layover.
Paid	Not Present for Duty - Overnight - Paid	On Authorized Leave- Overnight	National Guard Duty	For authorized overnight leave including National Guard weekend duty, weekend visit with family/friends, and for recovery for students involved in authorized activities off-center firefighting and/or national emergencies.	<ul style="list-style-type: none"> Must not conflict with scheduled classes. Destination must be documented. For minors, only to destinations authorized by parent/legal guardian consent. No special documentation is required, other than the CIS leave form. Fire, Rest, and Recovery is limited to 3 consecutive calendar days including weekends and at center discretion. Centers must provide supervision in dormitories for students that remain on center.
			Visit Family/Friends		
			Fire Rest and Recovery		
Paid	Not Present for Duty - Same Day - Paid	On Authorized Leave- Same Day	Free Time Leave (FTL)	For students to use to exit and safely return to center during non-training times Monday - Friday and on weekends and holidays. For use by students engaged in Leisure Time Employment (LTE).	<ul style="list-style-type: none"> FTL only allowed at Centers with Recreation Program Plan and FTL SOP approved by the Regional Office
Paid	Not Present for Duty - PTO - Paid	On Authorized Leave- PTO	Paid Time Off (PTO)	For students to use at their discretion. Only allowed with the concurrence of the center (e.g., vacation, to take care of personal business such as un-subpoenaed court appearances, meeting with probation/parole officer, elective medical/dental treatment, cultural or religious observances/practices, pressing family obligations, and mental health days during which the student may choose to remain on campus).	<ul style="list-style-type: none"> One PTO day is accrued every 30 calendar days of enrollment. 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. New students will begin with 3 PTO days. Centers must provide supervision in dormitories for students that remain on center during PTO
Unpaid	Not Present for Duty	Winter Break	Alternative Winter Break	For students who participate in authorized off-center training during the winter break period and choose to take their winter break at a later date. Some examples of off-center training include but are not limited to; CTST, WBL, WEP, PLC, pre-apprenticeship, apprenticeship, ACT, or OTP.	<ul style="list-style-type: none"> Set by the National Office of Job Corps to include 10 non-training days as well as 2 federal winter holidays and 3 weekends. Destination is the home of record or an alternatedestination. For minors, only to destinations authorized by parental consent. Students are entitled to go on winter break regardless of the length of enrollment. Students may elect not to go on break, choosing to remain at the center instead. Centers must have an appropriate level of structured activities for students who remain at the center during the winter break. Regional Office approval is necessary to authorize students, who are not able to go on the scheduled winter break because of conflicts with their off-center training or program activity schedules, for an alternative winter break. Documentation of Regional Office approval must be maintained in the student's permanent record.
			Winter Break Off-Center	For students who choose to depart the center for the winter break period.	
			Winter Break On-Center	For students who choose to remain at the center during the winter break period and are not participating in authorized off-center training.	

Pay Status	Duty Status	CIS Leave Type	CIS Leave Reason	Uses	Criteria/Limitations
Paid	Not Present for Duty – Administrative Leave With Pay	Administrative Leave With Pay	Center Closure for Emergency	For authorized absences due to: <ul style="list-style-type: none"> Center closure for emergency conditions. Securing medical/dental treatment as concurred by center health staff. Subpoenaed court appearance Temporarily housed off-center as a precaution against harm or injury to self. Life-threatening illness or injury to immediate family (mother, father, spouse, grandmother/father, child, sister, brother, guardian, sole living blood relative, someone documented to act on the parents’ behalf). Serious illness or injury to student’s child. Illness with symptoms of H1N1 influenza, including fever, chills, sore throat, coughing, and muscle pain. 	<ul style="list-style-type: none"> Shall not exceed 5 training days within any consecutive 6-month period. Must be verified by the attending physician, hospital authority, government authority, or court official, except for H1N1 influenza symptoms. Students exhibiting H1N1 influenza symptoms do not require third-party verification for use of this leave category. 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. Regional Offices 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. Regional Offices can extend the number of training days under this leave in the case of emergency center closure.
			Illness or Injury of Child		
			Illness With Symptoms of H1N1 Influenza		
			Life-Threatening Illness/Injury		
			Pregnancy-related Procedure		
			Securing Medical Treatment		
			Subpoenaed Court Appearance		
			Temporarily Housed Off Center		
Paid	Not Present for Duty – Bereavement Leave	Bereavement Leave	Bereavement	Death in the immediate family (mother, father, spouse, grandmother/father, child, sister, brother, guardian, or someone documented to act on the parents’ behalf).	<ul style="list-style-type: none"> Not to exceed 10 training days per the prior 12-month window of time. Must be verified by the attending physician/hospital, funeral director, or the American Red Cross. 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. Verification must be obtained within 1 working day after the leave request. Must be authorized by CD or designee.
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"> Not to exceed 8 weeks (56 calendar days) during enrollment. Must be verified with Military Personnel.

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Unpaid	Not Present for Duty – Unauthorized Absence (UA)	Unauthorized Absence	N/A	For students who fail to return or report to the center within 2 hours of the student’s scheduled training-day start time.	<ul style="list-style-type: none"> Unauthorized absences that exceed 6 consecutive training days (not including weekends, holidays, winter break, or other center non-training days, for example) will result in separation from the program 2 hours after the student’s scheduled training-day start time on the 7th training day, with the separation date being the 7th training day. Unauthorized absences, exceeding 12 nonconsecutive training days (not including weekends, holidays, winter break, or other non-training days, for example) in the prior 6 months will result in separation from the program 2 hours after the student’s scheduled training-day start time on the 13th training day, with the separation date being the 13th training day, unless the student resigns. 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 emergency, if the emergency prevented the student from contacting the center timely. The required verification is the same as outlined for Bereavement, Administrative Leave with Pay, etc., unless the student resigns.
Unpaid	Not Present for Duty – Missing Minor Student (MMS)	Missing Minor Student	N/A	For minor students who are missing through no fault of their own and whose parents/guardians are unaware of the student’s whereabouts.	<ul style="list-style-type: none"> When a minor student is reported as an Unauthorized Absence (UA) and their parent/guardian verifies that they are unaware of the student’s whereabouts. This status should be used only in a bona fide case of a minor student who is missing through no fault of their own. This is a prelude to taking the required steps for locating and contacting missing students as noted in Chapter 6. This category requires proper documentation such as a police report and a Significant Incident Report (SIR).
Unpaid	Not Present for Duty – Fact-Finding Board Leave (FFBL)	Fact-Finding Board Leave	Level I Infraction <hr/> Level II Infraction	For student removal pending FFB results.	<ul style="list-style-type: none"> CSO incident report must be documented and submitted in CIS, before granting any leave. Up to 3 training days, due to alleged participation in a Level I infraction. Up to 5 training days, due to alleged participation in a Level II infraction if the student is determined to be a threat to themselves or others. National Director has the 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. 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.
Unpaid	Not Present for Duty – Regional Office	Regional Office Management Leave	Cultural/Religious Accommodation	For special circumstances such as:	<ul style="list-style-type: none"> Maximum length of time shall not exceed 5 training days per year of enrollment.

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	Management Leave (ROML)		Disability Accommodation Elective Medical or Dental Procedure Meeting with Probation Officer Other Pressing Family Obligation Retention Support Subsistence Activities Un-Subpoenaed Court Appearance	<ul style="list-style-type: none"> The student does not have sufficient PTO leave days accrued to take care of significant personal business such as un-subpoenaed court appearances, meeting with their probation/parole officer(s), elective medical/dental treatment, cultural or religious observances/practices, and pressing family obligations. Leave for subsistence activities and disability/religious accommodations. Personal considerations which affect retention. 	This restriction does not apply to additional leave days provided 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. <ul style="list-style-type: none"> Students must provide documentation, for their leave request to return home, and it must be maintained in the permanent record. Leave must be requested by the student, and the CIS leave form submitted no later than the end of the same training day. Can only be approved by the Regional Director or Division Chief.
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"> Parameters for the leave, including timeframes and transportation, will be determined by the National Director of Job Corps on a case-by-case basis. NOML is a National Director directive and cannot be requested.
Unpaid	Not Present for Duty – Personal Leave for Childcare Without Pay (PLCW/OP)	Personal Leave for Childcare Without Pay	PL for Childcare w/o Pay	For students who are parents that have to remain at home and must care for dependent children (e.g., sickness or interruption in day care).	<ul style="list-style-type: none"> Maximum length of time shall not exceed 5 training days during enrollment. Students must provide a statement confirming their parental responsibilities, before using this leave status. Personal Leave for Childcare must be requested by the student, with the CIS leave form submitted no later than the end of the same training day. No special documentation is required. Can only be used after PTO days are exhausted.
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"> No maximum number of days. This leave category may be used at the discretion of the Regional Office. Center must submit justification to Regional Office for approval.
Paid	Not Present for Duty – Disciplinary Separation Overturn	Disciplinary Overturn With Pay	Disciplinary Overturn With Pay	For re-establishment after disciplinary discharges are overturned by the Regional Office. For re-establishment after the student is cleared of a felony or misdemeanor charge.	<ul style="list-style-type: none"> No maximum number of days. Center must submit justification to Regional Office for approval. Regional Office to approve the use of this status.
Unpaid	Not Present for Duty – Disciplinary Separation Overturn	Disciplinary Overturn Without Pay	Disciplinary Overturn Without Pay	For re-establishment after disciplinary discharges are overturned by the Regional Office. For re-establishment after the student is legally cleared of a felony or misdemeanor charge.	<ul style="list-style-type: none"> No maximum number of days. Center must submit justification to Regional Office for approval. Regional Office to approve the use of this status.

Pay Status	Duty Status	CIS Leave Type	CIS Leave Reason	Uses	Criteria/Limitations
Paid	Not Present for Duty	Spring Break 2020 COVID-19	Spring Break 2020 COVID-19 Off-Center	For students who departed the center for the Spring Break 2020 COVID-19 period.	<ul style="list-style-type: none"> • Criteria and limitations are primarily defined in Program Instruction Notice (PIN) 19-14. • Set by the National Office of Job Corps to include 30 calendar days. • Destination is home of record, or an alternate destination. • For minors, only to destinations authorized by parental consent. • Transportation is provided to all students. • Students are entitled to go on Spring Break 2020 COVID-19 Leave regardless of the length of enrollment. • Centers must have an appropriate level of structured activities for students who remain at the center during the spring break period. • The National Director can extend the number of days under this leave type.
			Spring Break 2020 COVID-19 On-Center	For students who remain at the center during the Spring Break 2020 COVID-19 period.	