

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	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 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, that student will be separated effective on the 11th day (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 prior to the 11th day (or 16th day).

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			Authorized Off-Center Training Activity	<p>For students involved in authorized off-center training activity, including activity that requires overnight stays and authorized distance learning activities/status.</p> <p>ACT and OTP participants are not restricted to the timelines (16 week maximum) described in the Criteria/Limitations Column.</p>	<ul style="list-style-type: none"> • Examples of authorized off-center training activity include but are not limited to Advanced Career Training (ACT), Other Training Program (OTP), pre-apprenticeship, apprenticeship, Public Lands Corps (PLC), Work Experience Programs (WEP), and similar programs. • Any CTST projects must be approved on a center's CTST plan. • Other WBL and OTP must have approval by the Regional Office through the CDSS plan or authorization letter. • Centers must have documented daily accountability for student attendance at the off-center training site; this documentation should be submitted, at a minimum, once per week to the center to validate daily attendance entered into CIS. • 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) for the USDA PLC Program only, if the student's Training Achievement Record (TAR) is at least 75% complete and there is reasonable expectation of full-time employment. A written request for the waiver must be submitted to the region with supporting documentation, prior to the end of the student's initial 6 week assignment. • At the end of the authorized off-center training activity, the student may return to the center, or may be separated as an ordinary separation without returning to center. 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 Specialist.
			Home-Based WBL	<p>For students involved in authorized activities off-center for home-based work-based learning (WBL).</p>	<ul style="list-style-type: none"> • Home-based WBL assignment 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) for the USDA PLC Program only, if the student's Training Achievement Record (TAR) is at least 75% complete and there is reasonable expectation of full-time employment. A written request for the waiver must be submitted to the region with supporting documentation, prior to the end of the student's initial 6 week assignment. • 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 to center. 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 Specialist.

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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 CIS.
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"> • Maximum length of time shall not exceed 10 training days during enrollment. • Verification must be documented on the leave form in CIS.
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"> • 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 most direct route. • En route status not authorized if student takes unauthorized side trip or layover.
Paid	Present for Duty On Pass	On Pass	National Guard Duty	For authorized overnight pass including National Guard weekend duty.	<ul style="list-style-type: none"> • Must not conflict with scheduled classes. • Destination must be documented. • For minors, only to destinations authorized by parental consent.
			Visit Family/Friend		
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 home of record, or alternate destination. • For minors, only to destinations authorized by parental consent. • Students are entitled to go on winter break regardless of length of enrollment. • 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 on 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 on center during the winter break period and are not participating in authorized off-center training.	
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, 	<ul style="list-style-type: none"> • Shall not exceed 5 training days within any consecutive 6-month period. • 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. • 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
			Illness or Injury of Child		
			Illness With Symptoms of H1N1 Influenza		

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			Life-Threatening Illness/Injury	grandmother/father, child, sister, brother, guardian, sole living blood relative, someone acting in lieu of parents). • Serious illness or injury to student’s child. • Illness with symptoms of H1N1 influenza, including fever, chills, sore throat, coughing, and muscle pain.	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.
			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 immediate family (mother, father, spouse, grandmother/father, child, sister, brother, guardian, someone acting in lieu of parents).	• Not to exceed 10 training days per the prior 12-month window of time. • Must be verified by attending physician/hospital, funeral director, 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 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.	• Not to exceed 8 weeks (56 calendar days) during enrollment. • Must be verified with Military Personnel.
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 officer, elective medical/dental treatment, cultural or religious observances/practices, and pressing family obligations).	• 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. • No special documentation required, other than the CIS leave form.

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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 center within 2 hours of the student’s scheduled training-day start time.	<ul style="list-style-type: none"> Unauthorized absences in excess of 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 student’s scheduled training-day start time on the 7th training day, with the separation date being the 7th training day. Unauthorized absences in excess of 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 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 prior to leave being granted. 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 student is determined to be a threat to themselves or others. 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. 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 probation/parole officer, 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. Student must provide a statement asserting parental responsibilities prior to the use of this leave status. 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. No special documentation 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 student found not guilty of 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 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 student found not guilty of 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 use of this status.

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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 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 length of enrollment. • Centers must have an appropriate level of structured activities for students who remain on center during the spring break. • The National Director can extend the number of days under this leave type.
			Spring Break 2020 COVID-19 On-Center	For students who remain on center during the Spring Break 2020 COVID-19 period.	