### Exhibit 6-1
**Duty/Pay/Leave Status Chart**

<table>
<thead>
<tr>
<th>Pay Status</th>
<th>Duty Status</th>
<th>CIS Leave Type</th>
<th>CIS Leave Reason</th>
<th>Uses</th>
<th>Criteria/Limitations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid</td>
<td>Present for Duty</td>
<td>Present for Duty on Center</td>
<td>N/A</td>
<td>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 (CTST, WBL, or OTP) during the winter break.</td>
<td><strong>•</strong> 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.</td>
</tr>
<tr>
<td>Paid</td>
<td>Present for Duty Off Center</td>
<td>Present for Duty Off Center</td>
<td>Non-Resident ACT/OTP</td>
<td>For non-resident students enrolled in off-center ACT/OTP programs.</td>
<td><strong>•</strong> 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.</td>
</tr>
<tr>
<td>Paid</td>
<td>Present for Duty Off Center</td>
<td>Present for Duty Off Center</td>
<td>Career-Related Activities</td>
<td>For students involved in authorized activities off center for job interviews, job search, apprenticeship registration, college application processing, or armed forces processing.</td>
<td><strong>•</strong> 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.</td>
</tr>
<tr>
<td>CTST/WBL/OTP</td>
<td>Present for Duty Off Center</td>
<td>Present for Duty Off Center</td>
<td>CTST/WBL/OTP</td>
<td>For students involved in off-center training that requires overnight stays (CTST, WBL, OTP).</td>
<td><strong>•</strong> 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.</td>
</tr>
<tr>
<td>CTST/WBL/OTP</td>
<td>Present for Duty Off Center</td>
<td>Present for Duty Off Center</td>
<td>CTST/WBL/OTP</td>
<td>The CTST projects must be approved on a center’s CTST plan.</td>
<td></td>
</tr>
<tr>
<td>CTST/WBL/OTP</td>
<td>Present for Duty Off Center</td>
<td>Present for Duty Off Center</td>
<td>CTST/WBL/OTP</td>
<td>Other WBL and OTP must have approval by the Regional Office through the CDSS plan or authorization letter.</td>
<td></td>
</tr>
<tr>
<td>CTST/WBL/OTP</td>
<td>Present for Duty Off Center</td>
<td>Present for Duty Off Center</td>
<td>CTST/WBL/OTP</td>
<td>Covers such programs as American Barge Lines, Advanced Paving, Advanced Cement, Habitat for Humanity, and similar programs.</td>
<td></td>
</tr>
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</tr>
</tbody>
</table>
| 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.  
• Assignments shall not exceed 3 consecutive weeks without Regional Office approval.  
• Assignments shall have a maximum limit of 8 weeks (56 calendar days) per year of enrollment.  
• The Regional Office, at its discretion, may grant a waiver to extend the 8-week limit if there is a confirmed need to extend firefighting/emergency service, not to exceed 4 additional weeks (28 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.  
• 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:  
• New Arrivals  
• Separations  
• Transfers  
• 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.  
• Must not conflict with scheduled classes.  
• Destination must be documented.  
• For minors, only to destinations authorized by parental consent. |
| Unpaid     | Not Present for Duty         | Winter Break            | Alternative Winter Break | For students who participate in authorized off-center training (CTST, WBL, or OTP) during the winter break period and choose to take their winter break at a later date.  
• 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 |
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<tr>
<td>Paid</td>
<td>Not Present for Duty – Administrative Leave With Pay</td>
<td>Administrative Leave With Pay</td>
<td>Winter Break On-Center</td>
<td>For students who choose to remain on center during the winter break period and are not participating in authorized off-center training (CTST, WBL, or OTP).</td>
<td>* 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.</td>
</tr>
<tr>
<td>Paid</td>
<td>Not Present for Duty – Bereavement Leave</td>
<td>Bereavement Leave</td>
<td>Bereavement</td>
<td>Death in immediate family (mother, father, spouse, grandmother/father, child, sister, brother, guardian, sole living blood relative, someone acting in lieu of parents).</td>
<td>* 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.</td>
</tr>
<tr>
<td>Paid</td>
<td>Not Present for Duty – Active Duty Military</td>
<td>Active Duty Military</td>
<td>Active Duty Military</td>
<td>Short-term active duty in National Guard.</td>
<td>* Not to exceed 8 weeks (56 calendar days) during enrollment. * Must be verified with Military Personnel.</td>
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| 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. |
| 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. | • 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. | • 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 | For student removal pending FFB results. | • 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 |
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| Unpaid     | Not Present for Duty – Regional Office Management Leave (ROML) | Cultural/Religious Accommodation | For special circumstances such as:  
• 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. | • Maximum length of time shall not exceed 5 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 religious accommodation), with emergencies, or other significant personal business that may be granted by the Regional Director.  
• 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 as determined by the National Director of Job Corps. |  | 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). | • 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 re-establishment after disciplinary discharges are overturned by the Regional Office. | • 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 Overt | Disciplinary Overt | Disciplinary Overt | For re-establishment after disciplinary discharges are overturned by the Regional Office. | • 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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</table>
| Unpaid     | Not Present for Duty – Disciplinary Separation Overturn | Disciplinary Overtun Without Pay | Disciplinary Overtun Without Pay | For re-establishment after student found not guilty of felony or misdemeanor charge. | • No maximum number of days.  
• Center must submit justification to Regional Office for approval.  
• Regional Office to approve use of this status. |
• 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. |