



JUN 06 2017

DIRECTIVE: JOB CORPS INFORMATION NOTICE NO. 16-32

TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS
ALL CENTER USERS

FROM: LENITA JACOBS-SIMMONS
National Director
Office of Job Corps

A handwritten signature in blue ink, appearing to read "Lenita Jacobs-Simmons", written over the printed name.

SUBJECT: Student Leave System: Student Leave Status in the Center Information System July 6, 2017, for Phased-Out Leave/Duty Status Categories

1. Purpose. To provide guidance on student leave during the transition period between July 6, 2017 and July 7, 2017. The new Student Leave System will be effective July 7, 2017.
2. Background. As a result of the transition from the current Student Leave System to the new Student Leave System, all phased-out leave/duty status categories must be completed and in the Center Information System (CIS) by the end of the training day July 6, 2017. Students cannot be on any phased-out leave/duty status categories after the end of the training day July 6, 2017. Students may be on leave using all other leave and duty status categories (those that are not being phased out) during the transition between July 6, 2017 and July 7, 2017. The phased-out leave/duty status categories are as follows:
 - Administrative Leave without Pay
 - Personal Leave with Pay
 - Personal Leave without Pay
 - Absent Without Official Leave (AWOL) duty status
3. Action. Center Directors must ensure that students are not on any phased-out leave/duty status categories after the end of the training day July 6, 2017. Additionally, Center Directors must ensure that the phased-out leave/duty status categories be completed and in CIS by the end of the training day July 6, 2017.

Addressees are to ensure this Information Notice is distributed to all appropriate staff.

4. Expiration Date. Until superseded.

5. Inquiries. Inquiries should be sent directly to Natalie Boan-Kapustin at boankapustin.natalie@dol.gov.