

December 10, 2012

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 12-07
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF  
ALL JOB CORPS REGIONAL DIRECTORS  
ALL JOB CORPS CENTER DIRECTORS  
ALL JOB CORPS CENTER OPERATORS  
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS  
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: ROBERT PITULEJ  
Acting National Director  
Office of Job Corps

SUBJECT: Update/Revision to the Policy and Requirements Handbook (PRH)  
Exhibit 6-1, Duty/ Pay/Leave Status Chart

1. Purpose. To transmit the revised PRH Exhibit 6-1, which says winter and summer breaks no longer qualify for paid leave.
2. Background. Since students are not attending Job Corps training during the summer and winter breaks, the Office of Job Corps has determined these days should not be paid as training days on center. Therefore, students on winter and summer breaks will now be on **unpaid** leave status.

These changes apply to those on break beginning winter, 2012. The changes will be incorporated automatically into CIS and the student payroll system by the Job Corps Data Center (JCDC).

3. Action. Addressees are to ensure this PRH Change Notice is distributed to all appropriate staff.
4. Effective Date. Immediately.
5. Inquiries. Questions or comments concerning this PRH Change Notice should be addressed to Linda Estep at [estep.linda@dol.gov](mailto:estep.linda@dol.gov).

Attachments

PRH Exhibit 6-1