

### DUTY/PAY/LEAVE STATUS CHART

| PAY STATUS | DUTY STATUS      | TYPE       | CIS CODE | USES  | CRITERIA/LIMITATIONS  |
|------------|------------------|------------|----------|---|---|
| PAID       | PRESENT FOR DUTY | ON CENTER  | P-DON    | For students involved in normal training and other on center activities   |   |
|            |                  | OFF-CENTER | P-DOF    | For students involved in authorized activities off-center, including: <ul style="list-style-type: none"> <li>• Out-of-town job interviews, apprenticeship jobs, or armed forces processing</li> <li>• Work-based learning (WBL)</li> <li>• Vocational skills training (VST) projects, off-center</li> <li>• Recruiting drives</li> <li>• Escort duty</li> <li>• Regional/national competitions or awards</li> </ul> | <ul style="list-style-type: none"> <li>• Maximum length of time for out-of-town job search and interviews, apprenticeship jobs, or armed forces processing shall not exceed 10 training days during enrollment.</li> <li>• Regional Office may approve, in advance, an additional five training days.</li> <li>• Student must have at least three prearranged and verifiable job interviews set up for this period.</li> <li>• Student must have an appointment to visit the Career Transition System (CTS) office in his/her home area if one exists; if not, a telephone contact by the appropriate CTS office should be scheduled.</li> <li>• At the end of the job search period, if the student has not been successful in job search activity, that student will be terminated effective on the 11<sup>th</sup> day, with a referral to the appropriate CTS office. The student also has the option of returning to the center to get additional training or employability assistance.</li> <li>• Work-based learning sites in a student's home area are covered by the same requirements as established near the center. Those requirements are enumerated in the Policy and Requirements Handbook (PRH) 3.7: Work-based Learning Standards.</li> <li>• A formal agreement must exist between the center and the WBL site, which includes a listing of Training Achievement Record (TAR) items to be taught, the name of the student's supervisor who will be evaluating the student's progress, a procedure for the employer to provide written evaluations of the student's work, and a process for notifying the center of the student's absences.</li> <li>• The duration of the home area WBL opportunity should not exceed 6 weeks. At the end of the 6 weeks, the student may return to the center, or may be separated as an ordinary separation without returning. 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 counselor.</li> <li>• During the Present for Duty – Off-Center (P-DOF) period, students should take their entire belongings home with them to avoid the possibility of theft.</li> </ul> |

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| PAID       | PRESENT FOR DUTY     | ENROUTE             | P-ENRT               | For students in authorized travel status using most direct route home or to receiving center for: <ul style="list-style-type: none"> <li>• New arrivals</li> <li>• Separations</li> <li>• Transfers</li> </ul>  | <ul style="list-style-type: none"> <li>• New enrollees with inbound travel overnight or longer.</li> <li>• Separating students with travel overnight or longer.</li> <li>• Transferring students during travel by most direct route.</li> <li>• Enroute status not authorized if student takes unauthorized side trip or layover.</li> </ul>  |
|            |                      | ON PASS             | P-PASS               | For authorized overnight pass including National Guard weekend duty   | <ul style="list-style-type: none"> <li>• Must not conflict with scheduled classes.</li> <li>• Destination must be documented.</li> <li>• For minors, only to destinations authorized by parental consent.</li> </ul>  |
| PAID       | NOT PRESENT FOR DUTY | WINTER/SUMMER BREAK | P-WBRK<br><br>P-SBRK | Students are entitled to a scheduled summer break set by the National Office of Job Corps. This break will be scheduled to include 10 training days, the Fourth of July, and three weekends.<br><br>Students are entitled to a scheduled winter break set by the National Office of Job Corps. This break will be scheduled to include 10 training days, the two federal winter holidays, and three weekends. | <ul style="list-style-type: none"> <li>• Destination is home of record, or alternate destination with transportation costs no higher than to home of record.</li> <li>• For minors, only to destinations authorized by parental consent.</li> <li>• Students are entitled to go on winter and summer breaks regardless of length of enrollment.</li> <li>• 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 at the center during break periods.</li> <li>• Some students will not be able to go on the scheduled break because of conflicts with their off-center training or program activity schedules. In these cases, the students shall be permitted to go on an alternate 10 training-day break period. The alternate 2-week summer break period must begin no sooner than June 1 and end no later than August 31. The start date of the alternate winter break period must begin no sooner than the Saturday prior to Thanksgiving and no later than the Saturday prior to Martin Luther King, Jr. Day.</li> </ul> |
|            |                      | EMERGENCY LEAVE     | P-EMLV               | For authorized absence due to: <ul style="list-style-type: none"> <li>• Death in immediate family (mother, father, spouse, grandmother, grandfather, child, sister, brother, guardian, sole living blood relative, someone acting in lieu of parents)</li> <li>• Life threatening illness or injury</li> <li>• Serious illness or injury to student's child</li> </ul>  | <ul style="list-style-type: none"> <li>• Not to exceed 10 training days per year.</li> <li>• Must be verified and documented by attending physician/hospital, funeral director, American Red Cross.</li> <li>• Verification must be obtained within one working day after leave request.</li> <li>• Must be authorized by Center Director or designee.</li> </ul>   |

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| PAID       | NOT PRESENT FOR DUTY | ADMINISTRATIVE LEAVE             | P-ADLV   | For authorized absence due to: <ul style="list-style-type: none"> <li>• Center closure for emergency conditions</li> <li>• Securing medical/dental treatment as concurred by center health staff</li> <li>• Subpoenaed court appearance</li> <li>• Mandatory court appearance for probation or parole board</li> <li>• Temporarily housed off center as a precaution against harm or injury to self</li> <li>• Short-term active duty in National Guard</li> <li>• Other circumstances of an urgent personal nature (For example: interruptions in child-care arrangements)</li> </ul> | <ul style="list-style-type: none"> <li>• Shall not exceed 10 training days per 6-month period.</li> <li>• Must be verified and documented by attending physician, hospital authority, government authority, court official, or probation officer.</li> <li>• Verification must be obtained within one working day after leave request.</li> </ul>   |
| UNPAID     | NOT PRESENT FOR DUTY | ABSENT WITHOUT LEAVE (AWOL)      | N-AWOL   | For student who fails to return or report to center for morning attendance check   | <ul style="list-style-type: none"> <li>• AWOL absence in excess of 6 consecutive training days or 12 days in a 6-month period will result in separation from the program.</li> <li>• If contact with student determines a credible and verifiable explanation exists, student's status may be changed to appropriate category, effective the date of contact.</li> </ul>  |
|            |                      | ADMINISTRATIVE LEAVE WITHOUT PAY | N-ADLV   | For absence due to: <ul style="list-style-type: none"> <li>• Family compassion or hardship</li> <li>• Court appearance as a defendant</li> <li>• Pending results of disciplinary fact finding when deemed necessary to remove student from center</li> <li>• Elective medical/dental treatment</li> <li>• All other leave time is exhausted</li> </ul>   | <ul style="list-style-type: none"> <li>• Not to exceed 30 training days per year, unless additional days are approved by the Regional Office.</li> <li>• Student must obtain verification/documentation from medical/dental providers, hospital authorities, court officials, and military authorities.</li> <li>• If granted prior to verification, verification must be obtained within one working day after leave request.</li> <li>• Must be authorized by Center Director or designee.</li> </ul> |