

January 5, 2006

DIRECTIVE:	PRH CHANGE NOTICE NO. 05-09
------------	-----------------------------

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: GRACE A. KILBANE
National Director
Office of Job Corps

SUBJECT: Policy and Requirements Handbook Exhibit 6-1

1. Purpose. To inform the Job Corps community of a policy clarification in the Policy and Requirements Handbook (PRH) regarding the leave status Administrative Leave without Pay (N-ADLV)

2. Background. Exhibit 6-1 has been updated to reflect current policy. Previously, this exhibit stated that Administrative Leave without Pay was "Not to exceed 30 days per year..." This has been updated to "Not to exceed 30 **training** days per year..."

This is consistent with PRH Section 6.1, Requirement 2, paragraph e, which instructs staff to, "Charge a student leave days only for absence during scheduled center training days (not weekend, holiday, other non-training days, or while in transit for the most direct route)."

3. Action. All addressees must ensure that this Change Notice is sent to all appropriate staff.

4. Filing Instructions.

REMOVE FROM PRH	INSERT
Exhibit 6-1, dated December 20, 2004	Exhibit 6-1, dated January 5, 2006.

5. Effective Date. January 5, 2006.

6. Inquiries. Inquiries should be directed to Dennis Johnson, at (202) 693-2876, or e-mailed to johnson.dennis@dol.gov.

Attachment

A – Exhibit 6-1