

June 21, 2006

<b>DIRECTIVE:</b>	<b>JOB CORPS PRH CHANGE NOTICE NO. 05-19</b>
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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:** ESTHER R. JOHNSON  
National Director  
Office of Job Corps

**SUBJECT:** PRH Chapter 6: Section 6.4 and Exhibit 6.1, Winter and Summer Breaks  
Changed to Non-Training Days

1. Purpose. To inform the Job Corps community that summer and winter break are being changed from training days to non-training days.
2. Background. This Policy and Requirements Handbook (PRH) change clarifies the use of the terminology training days as it relates to the summer and winter break. This change highlights that a training day is a day with regular, scheduled training activities whereby students are required to participate. The summer and winter break are therefore not considered training days. Students in Absent Without Leave (AWOL) status at the on-set of summer or winter break will not accrue additional AWOL days during the respective break. AWOL status will resume after the break.
3. Explanation of Changes. Changes to the PRH, are as follows:
  - a. Section 6.4 R4.c9 is amended to read:

“A student is absent without leave for 6 consecutive training days, or 12 training days within a 180-day period. The effective date of separation is on the 6<sup>th</sup> or 12<sup>th</sup> day of absence, as applicable. Since the summer and winter break are considered non-training days, students in Absent Without Leave (AWOL) status at the onset of summer or winter break will not accrue additional AWOL days during the respective break. AWOL status will resume after the break.”

b. Exhibit 6-1 by section are as follows:

(1) P-WBRK has been changed to read:

“Students are entitled to a scheduled winter break set by the National Office of Job Corps. This break will be scheduled to include 10 non-training days as well as two federal winter holidays and three weekends.”

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(2) P-SBRK has been changed to read:

“Students are entitled to a scheduled summer break set by the National Office of Job Corps. This break will be scheduled to include 10 non-training days as well as the Fourth of July and three weekends.”

(3) Winter and Summer Break – Criteria/Limitations, the fifth bullet, has been changed to read:

“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 break consisting of 10 consecutive non-training days. The alternate 2-week summer period must begin no sooner than June 1 and end no later than August 31. 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.”

4. Action Required. Addressees are to ensure that a copy of this Notice is distributed to appropriate staff.

5. Filing Instructions.

REMOVE FROM PRH	INSERT
Chapter 6, Section 6.4, dated November 8, 2005	Chapter 6, Section 6.4, dated June 26, 2006
Chapter 6, Exhibit 6.1, dated January 5, 2006	Chapter 6, Exhibit 6.1, dated June 26, 2006

6. Effective Date. June 26, 2006

7. Inquiries. Inquiries should be directed to Marti Posey, at (202) 693-3866, or e-mailed to posey.marti@dol.gov.

Attachments

A – Chapter 6, Section 6.4

B – Chapter 6, Exhibit 6-1