

August 18, 2008

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 08-03
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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

FROM: ESTHER R. JOHNSON, Ed.D.
National Director
Office of Job Corps

SUBJECT: PRH Chapter 6, Sections 6.1 and 6.4; Exhibit 6-1: Revision to AWOL Leave Policy and Nonresident OCT/ACT Documentation Requirements

1. Purpose. To inform the Job Corps community of changes to the time frame by which students must report to the center to avoid being placed in Absent Without Leave (AWOL) status; and to provide further instruction regarding the frequency with which centers must obtain the daily attendance records of nonresidential students in off-center training/advanced career training (OCT/ACT) programs. These revisions to the AWOL policy and OCT/ACT documentation requirements will go into effect immediately.
2. Background. PRH Change Notice No. 07-04, released to the Job Corps community in early April 2008, presented major revisions to the student leave policy (including student allowance and allotment and student transportation); this Change Notice provides minor adjustments to this policy.
3. Explanation of Changes. The following revisions have been made to the leave policy in Chapter 6, Sections 6.1 and 6.4, and Exhibit 6-1:
 - a. Paid-Present for Duty-Off Center-Nonresident OCT/ACT. The following clarification has been added in regard to the documentation requirements for this leave category: Centers must have documented daily accountability for student attendance at the OCT/ACT site; *this documentation should be submitted, at a minimum, once per week to the center.*

- b. Unpaid-Not Present for Duty-Absent Without Leave. The time frame by which students may report to the center prior to being classified as AWOL has been extended from *1 hour* to *3 hours* after the start of the student's scheduled training day. This provides greater latitude for students in situations that may affect their ability to arrive at the center in a timely manner (e.g., inclement weather, transportation issues, or a delay in the arrival of their child's caretaker).

Please note: All other criteria and limitations regarding AWOL policy are unchanged; therefore, students' recorded AWOL days will continue to be counted toward the maximum allowable days of unauthorized absences. As stated in PRH Change Notice No. 07-04, an AWOL student who returns to the center after the allowable time frame will remain in AWOL status, but may participate in regularly scheduled activities per Chapter 6, Section 6.1, R3.c.

4. Action Required. Addressees are to ensure that this Change Notice is distributed to all appropriate staff.
5. Effective Date. August 18, 2008
6. Inquiries. Inquiries should be directed to Dale Fischer at (202) 693-3131 or fischer.dale@dol.gov.

Attachments

- A - PRH Chapter 6
- B - PRH Exhibit 6-1