

DUTY/PAY/LEAVE STATUS CHART

PAY STATUS	DUTY STATUS	CIS Leave Type	CIS Leave Reason	USES	CRITERIA/LIMITATIONS
Paid	Present for Duty	Present for Duty On Center	N/A	For students involved in normal training and other on-center activities.	
Paid	Present for Duty Off Center	Present for Duty Off Center	Non-Resident OCT/ACT	For non-resident students enrolled in off- center ACT/OCT programs.	<ul style="list-style-type: none"> <input type="checkbox"/> Centers must have documented daily accountability for student attendance at the ACT/OCT site; this documentation should be submitted, at a minimum, once per week to the center.
Paid	Present for Duty Off Center	Present for Duty Off Center	Home-Based WBL	For students involved in authorized activities off-center for home-based Work-based Learning (WBL).	<ul style="list-style-type: none"> <input type="checkbox"/> Home-based WBL assignment is limited to a maximum of 6 work weeks (30 training days) per student enrollment. The Regional Office, at its discretion, may grant a waiver to extend the 6-week limit if there is reasonable expectation of full-time employment, not to exceed 6 additional weeks (30 additional training days). See PRH Section 3.8 for details. <input type="checkbox"/> At the end of the home-based WBL assignment, 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.
			CTST/WBL/OCT	For students involved in off-center training that requires overnight stays (CTST, WBL, OCT).	<ul style="list-style-type: none"> <input type="checkbox"/> The CTST projects must be approved on a center’s CTST plan. <input type="checkbox"/> Other WBL and OCT must have approval by the region through the CDSS plan or authorization letter. <input type="checkbox"/> Covers such programs as American Barge Lines, Advanced Paving, Advanced Cement, Habitat, and similar programs.
			Career-Related Activities	For students involved in authorized activities off center for job interviews, job search, apprenticeship registration, college application processing, or armed forces processing.	<ul style="list-style-type: none"> <input type="checkbox"/> Maximum length of time for out-of-town job search and interviews, apprenticeship registration, college registration, or armed forces processing shall not exceed 10 training days during enrollment. <input type="checkbox"/> The Regional Office, at its discretion, may grant a waiver to extend the 10 training day limit if there is reasonable expectation of full-time employment. Regional Office extensions are limited to 5 training days during a student’s enrollment. <input type="checkbox"/> Students must have at least two prearranged and

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					verifiable job interviews (one of which may be the CTS, One Stop, Employment office) set up for this period. <ul style="list-style-type: none"> <input type="checkbox"/> Student must have an appointment to visit the Career Transition Services (CTS) office in their home area if one exists; if not, telephone contact with the appropriate CTS office should be scheduled. <input type="checkbox"/> At the end of the job search period, if the student has not been successful in job search activity, that student will be separated effective on the 11th day (or the 16th day if a Regional Office waver has been granted), with a referral to the appropriate CTS office. The center has the option of returning the student to the center for additional training or employability assistance prior to the 11th day (or 16th day).
Paid	Present for Duty Off Center	Present for Duty Off Center	Firefighting, Emergency Service	For students involved in authorized activities off center firefighting and/or national emergencies.	<ul style="list-style-type: none"> <input type="checkbox"/> Maximum length of time shall not exceed 8 weeks (56 calendar days) per year of enrollment. <input type="checkbox"/> Verification must be documented on the leave form in CIS.
Paid	Present for Duty Off Center	Present for Duty Off Center	Center Miscellaneous	For students involved in authorized training activities off center for recruiting drives, escort duty, competitions, awards, conferences, events.	<ul style="list-style-type: none"> <input type="checkbox"/> Maximum length of time shall not exceed 10 training days during enrollment. <input type="checkbox"/> Verification must be documented on the leave form in CIS.
Paid	Present for Duty En Route	En Route	En Route	For students in authorized travel status using most direct route home or to receiving center for: <ul style="list-style-type: none"> <input type="checkbox"/> New Arrivals. <input type="checkbox"/> Separations. <input type="checkbox"/> Transfers. 	<ul style="list-style-type: none"> <input type="checkbox"/> New enrollees with inbound travel overnight or longer. <input type="checkbox"/> Separating students with travel overnight or longer. <input type="checkbox"/> Transferring students during travel by most direct route. <input type="checkbox"/> En route status not authorized if student takes unauthorized side trip or layover.
Paid	Present for Duty On Pass	On Pass	Visit family/friend National Guard Duty	For authorized overnight pass including National Guard weekend duty.	<ul style="list-style-type: none"> <input type="checkbox"/> Must not conflict with scheduled classes. <input type="checkbox"/> Destination must be documented. <input type="checkbox"/> For minors, only to destinations authorized by parental consent.
Unpaid	Not Present for Duty	Winter Break Summer Break	Visit family/friend	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.	<ul style="list-style-type: none"> <input type="checkbox"/> Destination is home of record, or alternate destination. <input type="checkbox"/> For minors, only to destinations authorized by parental consent. <input type="checkbox"/> Students are entitled to go on winter and summer breaks regardless of length of enrollment. <input type="checkbox"/> Students may elect not to go on break, but may decide to

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				<p>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.</p>	<p>remain at the center instead. Centers must have an appropriate level of structured activities for students who remain at the center during break periods.</p> <ul style="list-style-type: none"> <input type="checkbox"/> 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 break 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 Martin Luther King, Jr. Day. <input type="checkbox"/> Regional Offices may authorize individual break schedules for specific students. Documentation of approval must be maintained in the student's permanent record.
Paid	Not Present for Duty-Administrative Leave with Pay	Administrative Leave with Pay	<ul style="list-style-type: none"> Center closure for emergency Security medical treatment Subpoenaed court appearance Temporarily housed off center Life-threatening illness/injury Illness or injury of child Illness with symptoms of H1N1 influenza 	<p>For authorized absences due to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Center closure for emergency conditions. <input type="checkbox"/> Securing medical/dental treatment (including for pregnancy-related conditions) with any required concurrence of center health staff. <input type="checkbox"/> Subpoenaed court appearance. <input type="checkbox"/> Temporarily housed off center as a precaution against harm or injury to self. <input type="checkbox"/> Life-threatening illness or injury to immediate family (mother, father, spouse, grandmother/father, child, sister, brother, guardian, sole living blood relative, someone acting in lieu of parents). <input type="checkbox"/> Serious illness or injury to student's child. <input type="checkbox"/> Illness with symptoms of H1N1 influenza, including fever, chills, sore throat, coughing, and muscle pain. 	<ul style="list-style-type: none"> <input type="checkbox"/> Shall not exceed 5 training days within any consecutive 6-month period. <input type="checkbox"/> Must be verified by attending physician, hospital authority, government authority, or court official with the exception of H1N1 influenza symptoms. Students exhibiting H1N1 influenza symptoms do not require third-party verification for use of this leave category. <input type="checkbox"/> Verification obtained from phone calls is allowed as long as the following information is obtained and documented on the CIS leave form: name of contact person, title, phone number, date of contact, and name and address of the facility. <input type="checkbox"/> Regions can authorize an additional 5 training days for students who have extenuating circumstances. Documentation and regional approval must be maintained in the student's permanent record. <input type="checkbox"/> Regions can extend the number of training days under this leave in the case of emergency center closure.
Paid	Not Present for Duty –	Bereavement Leave	Bereavement	Death in immediate family (mother, father, spouse, grandmother/father, child, sister, brother, guardian, someone acting	<ul style="list-style-type: none"> <input type="checkbox"/> Not to exceed 10 training days per the prior 12-month window of time.

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	Bereavement Leave			in lieu of parents).	<ul style="list-style-type: none"> <input type="checkbox"/> Must be verified by attending physician/hospital, funeral director, American Red Cross. <input type="checkbox"/> Verification obtained from phone calls is allowed as long as the following information is obtained and documented on the CIS leave form: name of contact person, title, phone number, date of contact, and name and address of the facility. <input type="checkbox"/> Verification must be obtained within 1 working day after leave request. <input type="checkbox"/> Must be authorized by CD or designee.
Paid	Not Present for Duty – Active Duty Military	Active Duty Military	Active Duty Military	Short-term active duty in National Guard.	<ul style="list-style-type: none"> <input type="checkbox"/> Not to exceed 8 weeks (56 calendar days) during enrollment. <input type="checkbox"/> Must be verified with Military Personnel.
Paid	Not Present for Duty – Personal Leave	Personal Leave with Pay	Personal Leave with Pay	For students to use at their discretion. Only allowed with concurrence of the center.	<ul style="list-style-type: none"> <input type="checkbox"/> 5 training days available upon enrollment for personal leave use. <input type="checkbox"/> After 6 months of enrollment, 1 training day is accrued every subsequent 30 calendar days of enrollment. • The personal leave day must be requested by the student, and the CIS leave form submitted, no later than 1 hour after a student’s scheduled training-day start time on the leave date. <input type="checkbox"/> No special documentation required, other than the CIS leave form.
Unpaid	Not Present for Duty – AWOL	Absent without Leave (AWOL)	N/A	For students who fail to return or report to center within 3 hours of the student’s scheduled training-day start time.	<ul style="list-style-type: none"> <input type="checkbox"/> AWOL absence in excess of 6 consecutive training days (not including weekends, holidays, SBRK, WBRK, or other center non-training days) will result in separation from the program 3 hours after student’s scheduled training-day start time on the 7th training day, with the separation date being the 7th training day. <input type="checkbox"/> Unauthorized absences in excess of 12 training days (not including weekends, holidays, SBRK, WBRK, or other non-training days) per the prior 6-month window of time will result in separation from the program 3 hours after student’s scheduled training-day start time on the 13th training day, with the separation date being the 13th training day. <input type="checkbox"/> If the student contacts the center with a credible and verifiable explanation, the student’s status may be changed to the appropriate leave category, effective the date of the contact and receipt of documentation to

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					support the status change. The required verification is the same as outlined for Bereavement, Paid Administrative Leave, etc.
Unpaid	Not Present for Duty Administrative Leave without Pay	Administrative Leave without Pay	Un-subpoenaed court appearances Pending review board Elective medical treatment Appearance Probation/Parole Cultural/Religious Practices	For authorized absences due to: <ul style="list-style-type: none"> <input type="checkbox"/> Un-subpoenaed court appearances. <input type="checkbox"/> Pending results of disciplinary fact finding when deemed necessary to remove student from center. <input type="checkbox"/> Elective medical/dental treatment. <input type="checkbox"/> Appearance for probation/parole. <input type="checkbox"/> Cultural or religious observances/practices. 	<ul style="list-style-type: none"> <input type="checkbox"/> 5 training days allowed during a consecutive 6-month window. <input type="checkbox"/> Verification from court, medical provider, or a CSO incident report must be documented and submitted in CIS prior to leave being granted. <input type="checkbox"/> Verification obtained from phone calls is allowed as long as the following information is obtained and documented on the CIS leave form: name of contact person, title, phone number, date of contact, and name and address of the facility. <input type="checkbox"/> Regions can authorize an additional 5 UPAL days for students who have extenuating circumstances such as subsistence fishing/hunting or religious accommodations. Documentation of the need for student's presence at home and RO approval is required and shall be maintained in the permanent record.
Unpaid	Not Present for Duty – Personal Leave without Pay	Personal Leave without Pay	Personal Leave without Pay	For non-residential students who are custodial parents that have to remain at home to care for their dependent children during sickness or interruption in day care services.	<ul style="list-style-type: none"> <input type="checkbox"/> Maximum length of time shall not exceed 5 training days during enrollment. <input type="checkbox"/> Student must provide legal documentation proving custodial parent responsibilities prior to use of this leave status. <input type="checkbox"/> Unpaid personal leave day must be requested by the student, and CIS leave form submitted no later than the end of the same training day. <input type="checkbox"/> No special documentation required. <input type="checkbox"/> Can only be used after paid personal days are exhausted.
Paid	Not Present for Duty – Separation in Error	Separation in Error	Separation in Error	For students who are separated due to clerical error and must be re-established.	<ul style="list-style-type: none"> <input type="checkbox"/> No maximum number of days. <input type="checkbox"/> This leave category may be used at the discretion of the Regional Office. <input type="checkbox"/> Center must submit justification to Regional Office for approval.
Paid	Not Present for Duty – Disciplinary Separation Overturn	Disciplinary Overturn with Pay	Disciplinary Overturn with Pay	For re-establishment after disciplinary discharges are overturned by the Regional Office. For re-establishment after student found not guilty of felony or misdemeanor	<ul style="list-style-type: none"> <input type="checkbox"/> No maximum number of days. <input type="checkbox"/> Center must submit justification to Regional Office for approval. <input type="checkbox"/> Regional Office to approve use of this status.

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Unpaid	Not Present for Duty – Disciplinary Separation Overturn	Disciplinary Overturn without Pay	Disciplinary Overturn without Pay	For re-establishment after disciplinary discharges are overturned by the Regional Office. For re-establishment after student found not guilty of felony or misdemeanor charge.	<ul style="list-style-type: none"> <input type="checkbox"/> No maximum number of days. <input type="checkbox"/> Center must submit justification to Regional Office for approval. <input type="checkbox"/> Regional Office to approve use of this status.