

April 29, 2016

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 15-13
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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: LENITA JACOBS-SIMMONS
National Director
Office of Job Corps

SUBJECT: Policy and Requirements Handbook (PRH) Chapters 3, 5, and 6 –
Deletion of References to Summer Break

1. Purpose. To update the current PRH by including the cessation of summer break, as announced in Job Corps Information Notice 15-28.
2. Background. Summer break was originally designed to save money, provide professional development opportunities for center staff, and provide Job Corps students a break from training.
3. Reference. In an effort to ensure leave models that reflect the workplace environment, summer break has been discontinued. The effective period begins summer of 2016, and remains in effect each year thereafter. This PRH Change Notice is Job Corps' initial step in implementing a systemwide leave policy where students can earn and plan their own leave time. Winter break will remain in place and will not be affected by forthcoming leave policy changes.
4. Summary of Change(s). This Change Notice transmits changes to the PRH, discontinuing the summer break. The changes are summarized below.

PRH Chapter 3, Section 3.8. R3.b.5. Work-based Learning Agreements

A process for notifying the employer in the case of student absence (i.e., winter/summer break, unexpected student absence, center function)

Deleted “/summer”

PRH Exhibit 3-4. Work-based Learning Program Agreement Template (Page 2)

Job Corps center agrees to: 3) Implement a process for notifying the employer in the case of student absence (i.e., winter/summer break, unexpected student absence, center function).

Deleted “/summer”

PRH Appendix 301 (Page 3)

3. Follow-up Testing: Prior to a student's scheduled leave, if his or her follow-up test is scheduled to occur immediately before, during, or immediately after the leave period (off-center, winter/summer break, emergency leave, administrative leave, or administrative leave without pay as defined in PRH Chapter 6, Exhibit 6-1).

Deleted: “/summer”

PRH Appendix 501(a) I. D.4. (Page 8)

NOTE: Summer and winter breaks, and time separated under Medical separation with reinstatement rights (MSWR)...

Deleted: “Summer and”

Change: breaks to break, Capitalize W in Winter

PRH Appendix 501(a) I. D.5. (Page 10)

NOTE: Summer and winter breaks and time separated under MSWR and ASWR...

Deleted: “Summer and”

Change: breaks to break, capitalize W in Winter

PRH Appendix 502 C.5.d. Line 6. (Page 34)

Student Transportation/Meal Allowances

Includes the costs of government-furnished inter-city travel (including prescribed meal allowances), such as travel associated with new enrollee arrival, government-paid leaves, winter and summer breaks, transfers to other centers, travel home upon separation, and so forth. This line item does not refer to the costs of local student travel (which are considered to be center operating expense).

Deleted: “and summer”

Change: breaks to break

PRH Appendix 509 C.5.b. Line 5. (Page 28)

Student Transportation/Meal Allowances

Includes the costs of government-furnished inter-city travel (including prescribed meal allowances), such as travel associated with new enrollee arrival, government-paid leaves, winter and summer breaks, transfers to other centers, travel home upon separation, and so forth. This line item does not refer to the costs of local student travel (which are considered to be center operating expense).

Deleted: “and summer”

Change: breaks to break

PRH Section 6.4.R4.c.9 (Page 6.4-4)

The summer and winter breaks are considered paid non-training days.

Deleted: “summer and”

Added: “days after winter break”

Change: breaks to break

PRH Section 6.11, R1.e.a.c. (Page 6.11-3)

Students testing positive for drug or alcohol use: (a)... If an intervention period takes place during a center vacation period (i.e., summer break or winter break), the intervention period is suspended...

Deleted: “summer break or”

PRH Exhibit 6-1 (Page 2)

CIS Leave Type. Winter Break Summer Break

Deleted: “Summer Break”

PRH Exhibit 6-1 (Page 2)

CRITERIA/LIMITATIONS. Students are entitled to go on winter and summer breaks regardless of length of enrollment.

Deleted: “and summer”

Change: breaks to break

PRH Exhibit 6-1 (Page 3)

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

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

PRH Exhibit 6-1 (Page 3)

CRITERIA/LIMITATIONS. 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.

Changed to: “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.”

PRH Exhibit 6-3 (Page 1)

PURPOSE OF TRAVEL. Winter/Summer Breaks

Deleted: “/Summer”

Change: breaks to break

PRH Exhibit 6-3 (Page 1)

LIMITATIONS. If combined with summer and winter break, the costs for travel for dates outside the program-specified break days will be charged to student.

Deleted: “summer and”

7. Action Required. Addressees are to ensure this Change Notice is distributed to all appropriate staff.
8. Effective Date. Immediately.
9. Inquiries. Inquiries should be directed to Erin FitzGerald at (202) 693-2799 or FitzGerald.Erin@dol.gov.

Attachments

- A – Chapter 3
- B – Exhibit 3-4
- C – Appendix 301
- D – Appendix 501(a)
- E – Appendix 502
- F – Appendix 509
- G – Chapter 6
- H – Exhibit 6-1
- I – Exhibit 6-3