

March 3, 2017

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 16-11
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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: Student Leave System: Delayed Effective Date of the Student Leave System; Recension of Policy and Requirements Handbook (PRH) Change Notice (CN) 16-09 and associated PRH changes; Minor PRH Updates that were Incidental to the rescinded Student Leave System Change Notice 16-09; and Notice of Upcoming Revised Student Leave System Change Notice with Frequently Asked Questions (FAQs).

1. Purpose.

- Delay the effective date of the Student Leave System to July 3, 2017 in order to give the Job Corps community more time to prepare for the changes.
- Rescind CN 16-09 and associated PRH changes.
- Implement several PRH changes that were identified in CN 16-09 that were incidental to Student Leave identified under number 3 below.
- Notify the Job Corps community that there will be an upcoming Student Leave System CN with FAQs that will be published not less than 75 days prior to July 3, 2017.

2. Background. As part of Job Corps' initiative to streamline and modernize policy, and in accordance with the Workforce Innovation and Opportunity Act's (WIOA) focus on the development of workplace skills, Job Corps identified aspects of the Student Leave System that can be better aligned with workplace practices and preparing students for workplace success. As a first step in aligning training policies with workplace practices, in April 2016, Job Corps eliminated summer break. The Student Leave System is changing to increase the number of days students are present for training.

Additionally, the changes to the Student Leave System are designed to:

- Give students greater responsibility for managing their paid time off for vacations and to address personal needs and obligations;

- Increase student participation and training days by reducing the number and variety of unpaid absences that have traditionally been permissible; and
- Increase program cost effectiveness by increasing the number of training days and more effectively using training slots.

3. Summary of Incidental Changes from CN16-09 that are retained in this CN:

- PRH Chapter 6.5, R6: R6 Inventory used twice - renumbered and changed Welcome Kit to R7.
- PRH Chapter 6.11 (R1): In paragraph (e)(3)(a), the reference to summer break has been eliminated as it was originally deleted in CN 15-13, published April 29, 2016.
- PRH Exhibit 6-1: references to SBRK have been removed.
- PRH Chapter 6 Table of Contents, Section 6.2: added “R3 Allowances and Taxes” – changed “R3 Advances and General Indebtedness” to “R4 Advances and General Indebtedness” – changed “R4 Allotments” to “R5 Allotments.”

4. Effective Date. Incidental changes identified in number 3 above will be effective the date of this CN PRH publication. Future changes to the Student Leave System will be effective July 3, 2017, so that the Job Corps community has more time to educate students and help them adjust to the new Student Leave System. The revised Student Leave System CN with FAQs will be issued not less than 75 days prior to July 3, 2017. The new Student Leave System PRH updates will be reflected in the PRH on July 3, 2017.

5. Inquiries. Inquiries should be directed to Natalie Boan-Kapustin at (202) 693-3154 or BoanKapustin.Natalie@dol.gov.

Attachments

- A – PRH Chapter 3, Appendix 301
- B – PRH Chapter 3, Exhibit 3-2
- C – PRH Chapter 6
- D – PRH Chapter 6, Exhibit 6-1
- E – PRH Chapter 6, Exhibit 6-3