



JUL 07 2017

DIRECTIVE: JOB CORPS ePRH CHANGE NOTICE NO. 17-02

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, CTS CONTRACTORS, ALL
CENTER USERS

FROM:  LENITA JACOBS-SIMMONS 
National Director
Office of Job Corps

SUBJECT: To update the Student Leave System effective July 7, 2017

1. Purpose. To revise and clarify Job Corps' policy regarding the Student Leave System.
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 a number of features in the Student Leave System that can be better aligned with workplace practices to prepare students for workplace success. With the goal of increasing the number of days that students are present for training and to align with workplace leave practices more closely, changes have been made to the Student Leave System.

In addition to increasing the number of days students are present for training, the changes to the Student Leave System are also 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 use training slots.
3. Summary of Change(s). This change notice transmits changes to the ePRH, modifying the Student Leave System. The most significant changes are summarized below.
 - The student leave category "Personal Leave with Pay (PLWP)" has been replaced with "Paid Time Off (PTO)," a leave system used by many employers in the U.S.

- The student leave category “Personal Leave with Pay (PLWP)” has been replaced with “Paid Time off (PTO),” a leave system used by many employers in the U.S. Under the PTO system, students will accrue 1 PTO leave day every 30 calendar days of enrollment. Upon enrollment, new students will start with 3 PTO leave days. Current students who have accrued PLWP leave days will retain those leave days and under the new Student Leave System, will accrue 1 PTO leave day every 30 calendar days of enrollment.
- The term “Absent without Leave (AWOL)” has been replaced with the term “Unauthorized Absence (UA).”
- The number of UA days, formerly known as AWOL days, that result in a student separation has been decreased. The policy has been updated to reflect that a UA separation will occur when a student accrues UA days for 3 consecutive training days (separated 2 hours after the student’s scheduled training day start-time on the 3rd day) or 5 non-consecutive training days in a 12-month period (separated 2 hours after the student’s scheduled training day start-time on the 5th day).
- A new duty status, “Missing Minor Student,” has been added. This duty status is used to report minor students who are missing through no fault of their own and whose parents/legal guardians are unaware of the student’s whereabouts. This status is a prelude to taking the required steps for locating and contacting missing students, as noted in ePRH Chapter 6. Students will remain in this duty status until located or until the Regional Director directs otherwise.
- The leave category “Winter Break” has been modified to record additional statuses. Under this leave reason, centers can record students in the following statuses: Alternative Winter Break, Winter Break Off-Center, and Winter Break On-Center. Students have the option of combining winter break with PTO leave days. If PTO leave days are combined with winter break, any costs for travel beyond the government paid travel from the center to home or an alternative destination and back to the center must be charged to the student.
- A new leave category, “Fact-Finding Board Leave (FFBL),” has been added. This leave category is for use in cases where students are immediately removed from a center due to their alleged participation in a Level I infraction or for students who are removed from a center for their alleged participation in a Level II infraction if they are determined to be a threat to themselves or others in accordance with Exhibit 3-2. All travel concerning FFBL is paid by the government.
- A new leave category, “Regional Office Management Leave (ROML),” has been added. This leave category provides Regional Directors the authority to grant students up to five unpaid leave days for special circumstances such as when the student does not have sufficient PTO leave days to take care of personal business (e.g. un-subpoenaed court appearances, meeting with probation/parole officer, elective medical/dental treatment, cultural or religious observances/practices, or pressing

family obligations), subsistence activities, and other pressing matters which may impact retention. Regional Directors may also extend the leave for longer than five days as a reasonable accommodation to students (e.g. with disabilities or as a religious accommodation), with emergencies, or other significant personal business.

- A new leave category, “National Office Management Leave (NOML),” has been added. This unpaid student leave category provides the National Director with the discretion to grant leave to students for special circumstances. Parameters for this leave, including timeframes and transportation, will be determined by the National Director on a case-by-case basis. NOML is a National Director directive and cannot be requested.
- The leave category “Personal Leave without Pay (PLW/OP),” which was available to non-residential students has been renamed “Personal Leave for Childcare without Pay (PLCW/OP).” This unpaid leave category can be granted for up to five days to any student who is a parent and must remain home to care for their dependent children or for interruption of day care services. Students must provide a statement asserting parental responsibilities prior to the use of this leave and it can only be used after PTO leave days have been exhausted.
- The student leave category “Administrative Leave without Pay (ALW/OP)” has been deleted. Students are required to use accrued PTO leave days to address personal matters that require leave.

4. Explanation of Change(s). The ePRH provisions identified below are revised in accordance with this Change Notice.

General Changes

- Editorial corrections have been made throughout the ePRH.
- The table of contents has been updated to reflect applicable changes.
- The term “Absent without Leave (AWOL)” has been replaced with the term “Unauthorized Absence (UA)” throughout the ePRH.

Appendix 301 Test of Adult Basic Education (TABE®) Requirements and Instructions

Requirements and Instructions, 3. Follow-Up Testing
Examples of leave categories have been edited.

Exhibit 3-2 Requirements for the Conduct of Fact-Finding Boards

- Minor editorial changes have been made in this exhibit to clarify previously undefined acronyms and to provide other necessary clarification.

- Under *Student Participation* for *Level I* infractions, clarified that after a Level I infraction a student is immediately removed from the center and placed on Fact-Finding Board Leave (FFBL).
- Under *Student Participation* for *Level II* infractions, clarified that if a student is determined to be a threat to himself/herself or others, the student is immediately removed from the center and placed on FFBL.

Chapter 6 Administrative Support

- Section 6.1, Student Attendance, Leave, and Absences
General word changes have been made throughout, clarifying center responsibilities and requirements. The primary changes establish that center operators must know at all times a student's status and whereabouts, ensure they are participating in class and training activities, and have a system for tracking attendance.
- Section 6.1, R4. Unauthorized Absences
 - The language in section b. has been modified to state that if a student who was identified as UA 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 emergency, if the emergency prevented the student from contacting the center timely. Additionally, if the emergency prevents the student from contacting the center and the student has been separated, the student must be reinstated if the student wants to be reinstated. Receipt of documentation to support the status change is required.
 - The duty status, "Missing Minor Student," has been added to sections d. and f.
- Section 6.3, R3. Separation
 - Minor editorial changes have been made in this section to clarify previously undefined acronyms and to provide other necessary clarification.
 - Section a.10 has been added, which requires centers to maintain UA Center Information System (CIS) Case Notes in a student's separation folder.
- Section 6.4, R4. Separations
 - The language in paragraph (c)(9) has been updated to reflect the new policy regarding Unauthorized Absences. A student will be separated from the program if the student accrues 3 consecutive unauthorized absence training days or 5 non-consecutive unauthorized absence training days in a 12-month period. The effective date of separation is 2 hours

after the student's scheduled training day start-time on the 3rd or 5th day of absence, as applicable. It is further noted that if a student who is in Unauthorized Absence status for 3 consecutive training days or 5 non-consecutive training days in a 12-month period reports on the 3rd or 5th day (as applicable) within 2 hours of their scheduled training day start-time, the student will not be separated as an Unauthorized Absence Separation.

- In paragraph (c)(10), the word *National* has been inserted before Office of Job Corps for clarification.
- Paragraph (c)(12), "Missing Minor Student Separation," has been added to describe the circumstances in which a missing minor student can be separated.
- Section 6.11, R5. HIV/AIDS
In section d.4, the duty status "Missing Minor Student" was added as an example of a student not being present on-center.

Exhibit 6-1 Duty/Pay/Leave Status Chart

- Under the duty status, "Present for Duty," the uses have been updated to include students who are staying on center and participating in center authorized off-center training (CTST, WBL, or OTP) during the winter break.
- The student leave category "Personal Leave with Pay (PLWP)" has been replaced with "Paid Time Off (PTO)," a leave system used by many employers in the U.S. Under the PTO system, students will accrue 1 PTO leave day every 30 calendar days of enrollment. Upon enrollment, new students will start with 3 PTO leave days. Current students who have accrued PLWP leave days will retain those leave days and under the new Student Leave System, will accrue 1 PTO leave day every 30 calendar days of enrollment.
- The duty status "Absent without Leave (AWOL)" has been replaced with "Unauthorized Absence (UA)."
- Under the duty status, now known as "Unauthorized Absence," the reference to a student being absent *in excess of 6 consecutive training days* is replaced with *3 consecutive training days*. The phrase *in excess* has been removed. Also updated is that the student will be separated 2 hours after the start of their scheduled training day on the *3rd* training day, as opposed to the *7th*. Additionally, the reference to a student being absent *in excess of 12 training days...in the prior 6-month window* is replaced with *5 training days...in the prior 12-month window*. The phrase *in excess* has been removed. Also updated is that the student will be separated 2 hours after the start of their scheduled training day on the *5th* training day, as opposed to the *13th*. Language was also modified to state that if a student

who was identified as UA 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 emergency, if the emergency prevented the student from contacting the center timely.

- A new duty status, "Missing Minor Student," has been added. This duty status is used to report minor students who are missing through no fault of their own and whose parents/legal guardians are unaware of the student's whereabouts. Students will remain in this duty status until located or until the Regional Director directs otherwise.
- The leave category "Winter Break" has been modified to record additional statuses. Under this leave reason, centers can record students in the following statuses: Alternative Winter Break, Winter Break Off-Center, and Winter Break On-Center. Students have the option of combining winter break with PTO leave days. If PTO leave days are combined with winter break, any costs for travel beyond the government paid travel from the center to home or an alternative destination and back to the center must be charged to the student.
- Under the paid student leave category "Administrative Leave with Pay," the Center Information System (CIS) leave reason "pregnancy-related procedure" has been added to align Exhibit 6-1 with CIS.
- A new leave category, "Fact-Finding Board Leave (FFBL)," has been added. This leave category is for use in cases where students are immediately removed from a center due to their alleged participation in a Level I infraction or for students who are removed from a center for their alleged participation in a Level II infraction if they are determined to be a threat to themselves or others in accordance with Exhibit 3-2. All travel concerning FFBL is paid by the government.
- A new leave category, "Regional Office Management Leave (ROML)," has been added. This leave category provides Regional Directors the authority to grant students up to five unpaid leave days for special circumstances such as when the student does not have sufficient PTO leave days to take care of personal business (e.g. un-subpoenaed court appearances, meeting with probation/parole officer, elective medical/dental treatment, cultural or religious observances/practices, or pressing family obligations), subsistence activities, and other pressing matters which may impact retention. Regional Directors may also extend the leave for longer than five days as a reasonable accommodation to students (e.g. with disabilities or as a religious accommodation), with emergencies, or other significant personal business.
- A new leave category, "National Office Management Leave (NOML)," has been added. This unpaid student leave category provides the National Director with the discretion to grant leave to students for special circumstances. Parameters for

this leave, including timeframes and transportation, will be determined by the National Director on a case-by-case basis. NOML is a National Director directive and cannot be requested.

- The leave category “Personal Leave without Pay (PLW/OP),” which was available to non-residential students has been renamed “Personal Leave for Childcare without Pay (PLCW/OP).” This unpaid leave category can be granted for up to five days to any student who is a parent and must remain home to care for their dependent children or for interruption of day care services. Students must provide a statement asserting parental responsibilities prior to the use of this leave and it can only be used after PTO leave days have been exhausted. The reference to *custodial* parent has been deleted.
- The unpaid student leave category “Administrative Leave without Pay (ALW/OP)” has been deleted. Uses for this leave category have been absorbed into other leave categories in the new leave system.

Exhibit 6-2 Student Allowance and Allotment System

- The criteria for a student’s basic living allowance was updated with the renamed and/or new unpaid duty statuses and leave categories.
- All references to a student’s basic living allowance and transition payment prior to November 1, 2012 and July 1, 2013 have been deleted.

Exhibit 6-3 Student Transportation

- The paid leave category “Administrative Leave with Pay (ALWP),” Taxable column, has been changed from “Yes” to “Depending on the Circumstances.”
- The paid leave category “Personal Leave with Pay (PLWP)” has been replaced with “Paid Time Off (PTO).” PTO does not qualify a student for government paid travel and taxes are not applicable as there is no government paid travel to tax. If PTO is combined with winter break, any costs for travel beyond the government paid travel from the center to home or an alternative destination and back to the center must be charged to the student.
- The leave category “Regional Office Management Leave (ROML)” has been added as a purpose of travel. ROML does not qualify a student for government paid travel and taxes are not applicable as there is no government paid travel to tax.
- The leave category “National Office Management Leave (NOML)” has been added as a purpose of travel. The Government Paid Travel and Taxable columns for NOML are defined based on specific circumstances surrounding the leave and will be determined by the National Director on a case-by-case basis.

- The leave category “Personal Leave for Childcare without Pay (PLCW/OP)” has been added as a purpose of travel. PLCW/OP does not qualify a student for government paid travel and taxes are not applicable as there is no government paid travel to tax.
- The leave category “Administrative Leave without Pay (ALW/OP)” has been deleted as a purpose of travel.
- The leave category “Fact-Finding Board Leave (FFBL)” has been added as a purpose of travel. FFBL qualifies a student for government paid travel, but it is not taxable.
- The duty status “Absent without Leave (AWOL)” has been replaced with “Unauthorized Absence (UA).” UA does not qualify a student for government paid travel and taxes are not applicable as there is no government paid travel to tax. However, at the student’s request, travel may be arranged and purchased by the center and charged to the student.

5. Center Information System. All applicable changes regarding this Change Notice have been made to CIS.

6. Transition to New Leave System. Students who have already accumulated Personal Leave with Pay (PLWP) leave days will retain those days that were accrued as of the end of the day, July 6, 2017, and will carry-over to the Paid Time Off (PTO) category. Upon enrollment, new students will start with 3 PTO leave days. Effective, July 7, 2017, all students will accrue one PTO leave day for every 30 calendar days of enrollment.

7. Action Required. Addressees are to ensure this Change Notice is distributed to all appropriate staff.

8. Effective Date. Changes are effective July 7, 2017.

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