



AUG 28 2019

DIRECTIVE:	JOB CORPS CHANGE NOTICE NO. 19-05
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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
ALL CENTER OPERATORS

FROM: DEBRA A. CARR
Acting National Director
Office of Job Corps

A handwritten signature in blue ink, appearing to read "Debra A. Carr", with a circular stamp or mark above it.

SUBJECT: Revision to the Student Unauthorized Absence Policy

1. Purpose. To modify portions of Change Notice (CN) No. 17-02 that changed the number of unauthorized consecutive and nonconsecutive student absences required to initiate a student separation.
2. Background. Policy and Requirements Handbook (PRH) Change Notice (CN) 17-02, issued July 7, 2017, made several changes to existing policy, including the Absent Without Leave (AWOL) policy. Specifically, it replaced the term “Absent Without Leave” and its initialism “AWOL” with the term “Unauthorized Absence” and its initialism “UA.” It also decreased the number of unauthorized training day absences that result in a student’s separation from the program.

The 2017 changes require separating a student who accrues three consecutive unauthorized training day absences or five nonconsecutive unauthorized training day absences in a 12-month period. Separation from the program begins two hours after the start of the student’s scheduled training day on either the third day or the fifth training day, as applicable. UAs are removed on a rolling 12-month basis.

The justification for this policy was the need to increase the number of training days and effectively use student training slots, and the desire to align with workplace leave practices.

3. Action. Job Corps has determined that portions of PRH CN 17-02 require modification. These portions relate to the number of unauthorized student absences required before a center can separate a student from the Job Corps program. The modifications made by this Change Notice reinstate the original, that is, the pre-July 7, 2017, number of unauthorized student absences.

There is little, if any, data establishing that the 2017 goal of program cost effectiveness can be achieved by “increasing the number of training days and more effectively using training slots.” Available Job Corps data does demonstrate that the 2017 change disproportionately affects nonresidential students and significantly increases their separation rate.

	PY 2015 AWOL Separations	PY 2016 AWOL Separations	PY 2017 UA Separations	PY 2018 UA Separations	4-year Average
National Program Average	16.2%	15.6%	16.5%	18.6%	16.7%
Nonresidential Program Average	24.1%	28.7%	30.5%	38.0%	30.3%
Percentage Point Difference from National Average	+7.9	+13.1	+14.0	+19.4	+13.6

Nonresidential students face attendance challenges that do not exist, or do not exist to the same degree, for the residential student population. It is with this population that the impact of the 2017 policy change is the greatest. Nonresidential students are more likely to have transportation issues, and family and caregiving demands that affect timeliness and attendance. By extension, they are more likely to have three or more consecutive unauthorized absences.

Job Corps is aware of Bureau of Labor Statistics (BLS) data showing three days is the national average for the number of absences from work for a full-time employee.¹ However, flexibility is appropriate when working with at-risk youth and young adults who have no, or very limited, experience in the workforce and who are just beginning to cultivate the personal skills and behaviors needed to succeed in the workplace.

Therefore, Job Corps is modifying its UA policy as summarized below.

- Chapter 6 Administrative Support
 - Section 6.1, Student Attendance, Leave, and Absences
 - R4, Unauthorized Absences, Section b: Unchanged. A student seeking to change an unauthorized absence must still present a credible and verifiable explanation, student reinstatement remains available, and receipt of documentation to support the status change is still required.
 - Section 6.4, Student Enrollments, Transfers, and Separations
 - R4 Separations, paragraph (c)(9), Unauthorized Absence Separation: Modified. PRH CN 17-02 decreased the number of unauthorized student

¹ Department of Labor, BLS, HOUSEHOLD DATA ANNUAL AVERAGES 47. Absences from work of employed full-time wage and salary workers by occupation and industry, 2018, https://www.bls.gov/cps/cpsaat47.htm#cps_eeann_abs_ft_occu_ind.f.1 (last accessed Aug. 19, 2019).

absences needed to separate a student from the program. The 2017 changes are reversed and the reference to “3 consecutive unauthorized absence training days or 5 non-consecutive unauthorized absence training days in a 12-month” is replaced with “in excess of 6 consecutive unauthorized absence training days or in excess of 12 nonconsecutive unauthorized absence training days in the prior 6 months.”

- The effective date of separation is modified. Centers should not separate a student until two hours after the start of the student’s scheduled training day start-time on either the seventh consecutive training day absence or the 13th training day absence in six months.
 - Accumulated unauthorized student absences will continue to be removed on a rolling basis. However, instead of a 12-month cycle it will be a six-month cycle to align with the new UA separation policy of 12 nonconsecutive unauthorized absences on training days during the prior six months.
- Exhibit 6-1 Duty/Pay/Leave Status Chart
 - Title. Unchanged.
 - The duty status designated “Unauthorized Absence” or “UA” continues to replace “Absent Without Leave” or “AWOL.”
 - Number of Absences. Modified.
 - The reference to three consecutive training days is replaced with “in excess of 6 consecutive unauthorized absence training days.”
 - The reference to five nonconsecutive training days in the prior 12-month window is replaced with “in excess of 12 nonconsecutive unauthorized absence training days in the prior 6 months.”
 - No change to the language describing the process and proof needed to change a UA determination.
 - Exhibit 6-3 Student Transportation
 - Payment of Student for Travel and Taxes. Unchanged.
 - The duty status designated as “Unauthorized Absence” or “UA” continues to replace “Absent Without Leave” and “AWOL.”
 - UA separation does not qualify a student for government paid travel and taxes to the center.
 - If requested, the center may arrange and purchase travel for the student. The center will charge the cost to the student.

4. Effective Date: August 30, 2019.

5. Expiration Date. Until superseded.

6. Inquiries. Direct all inquiries to Job Corps at (202) 693-3000 or by email at national_office@jobcorps.gov.