

MAR 26 2020



**DIRECTIVE: JOB CORPS PRH CHANGE NOTICE NO. 19-12**

**TO:** ALL JOB CORPS NATIONAL OFFICE STAFF  
 ALL JOB CORPS REGIONAL OFFICE STAFF  
 ALL JOB CORPS CENTER DIRECTORS  
 ALL JOB CORPS CENTER OPERATORS  
 ALL JOB CORPS CENTER STAFF  
 ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS  
 ALL USERS

**FROM:** DEBRA CARR  
 Acting National Director  
 Office of Job Corps

**SUBJECT:** Spring Break 2020 COVID-19 Leave

- Purpose. To add Spring Break 2020 Leave COVID-19 On-Center and Off-Center Leave Categories to Exhibit 6-1 Duty/Pay/Leave Status Chart.

Background. Job Corps established a spring break for all Job Corps centers in light of COVID-19 concerns and the Centers for Disease Control (CDC) guidelines. Job Corps continues to communicate with contractors and other stakeholders, monitor the activities of the state and local jurisdictions regarding school closures and other COVID-19 related activities, and review CDC guidance on responding to COVID-19 in school settings.

This Change Notice incorporates spring break into the PRH and assigns it a leave status.

- Explanation of Change. This notice revises the following sections of the PRH:

Chapter 6: Administrative Support

Exhibit 6-1 – “Duty/Pay/Leave Status Chart”

The following new row will be added to the last page of the chart:

Paid	Not Present for Duty	Spring Break 2020 COVID-19	Spring Break 2020 COVID-19 Off-Center	For students who departed the center for the Spring Break 2020 COVID-19 period.	<ul style="list-style-type: none"> <li>• Criteria and limitations are primarily defined in Program Instruction Notice (PIN) 19-14.</li> <li>• Set by the National Office of Job Corps to include 30 calendar days.</li> <li>• Destination is home of record, or alternate destination.</li> <li>• For minors, only to destinations authorized by parental consent.</li> <li>• Transportation is provided to all</li> </ul>
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			Spring Break 2020 COVID-19 On-Center	For students who remain on center during the Spring Break 2020 COVID-19 period.	students. <ul style="list-style-type: none"> <li>• Students are entitled to go on Spring Break 2020 COVID-19 Leave regardless of length of enrollment.</li> <li>• Centers must have an appropriate level of structured activities for students who remain on center during the spring break.</li> <li>• The National Director can extend the number of days under this leave type.</li> </ul>
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3. Action. Centers must use the Spring Break 2020 COVID-19 Leave Type and select from the below two leave reasons.

- Spring Break 2020 COVID-19 On-Center
- Spring Break 2020 COVID-19 Off-Center

You may also wish to reference to JCDC Notice 19-161 (issued March 19, 2020).

4. Effective Date: Immediately.

5. Inquiries. Direct inquires to [JobCorps@dol.gov](mailto:JobCorps@dol.gov).