



DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 24-01
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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 FOREST SERVICE JOB CORPS CENTERS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS
ALL CENTER USERS

FROM: ERIN MCGEE
Acting National Director ERIN
Office of Job Corps MCGEE

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Date: 2024.08.19
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SUBJECT: Revisions to the Student Leave Policy

1. **Purpose.** To implement changes to the Student Leave policy in support of students' development of self-management and independent living skills.
2. **Background.** Pursuant to Workforce Innovation and Opportunity Act (WIOA) Section 148(a) Activities Provided by Job Corps Centers, each Job Corps center shall provide enrollees with an intensive, well organized, and fully supervised program of education including recreational activities. Further, the Job Corps program has an affirmative responsibility to facilitate opportunities for students to develop and practice self-management skills as well as gain proficiency in eight Career Success Standards and associated competencies.

It is incumbent upon all Job Corps Center operators to develop and implement strategies to support student growth as described here. Yet, through the Office of Job Corps' (OJC) established mechanisms to collect feedback from students (e.g., focus groups, student experience assessments, onsite visits), most operators are not providing adequate recreational activities, particularly opportunities for students to leave the center in a supervised manner. Further, current and former students have articulated and, in many cases, demonstrated their maturity and ability to self-manage when given more personal freedom. Thus, as a means to allow students ample opportunity for self-management and independent living skills development, OJC is establishing a policy framework within which operators will submit additional SOPs and Plans to guide their implementation of more robust recreation programs and Free Time Leave (FTL) protocols allowing students to depart the center during non-training hours.

FTL opportunities go beyond student requested off center recreation activities. Students engaged in leisure time employment should be placed on FTL when departing the center for their jobs. Students, parents or guardians who schedule medical appointments, without the center health and wellness unit involvement, may be placed on FTL if the medical

appointment occurs during non-training hours.

Centers may be required to evaluate local walking area, crime rate, and options for students to walk when considering FTL implementation. Plans should include student input, consideration for when to re-evaluate the provision of FTL at the center understanding that the Regional Director can revoke at any time.

Related to students' need for personal freedom and self-management, OJC has heard from Advanced Training students and students that were unsheltered prior to enrollment about their need to take paid time off (e.g., mental health break); however, they have been unable to do so because they have nowhere to go (i.e., no nearby home to visit.) To accommodate individuals in these circumstances, OJC is modifying Exhibit 6-1 to add a provision that allows a student to take paid time off and remain on center. Students in this leave status who remain on center will generally be covered by the Federal Employees' Compensation Act (FECA).

Lastly, Fire Rest and Recovery (R&R) for those students engaged in authorized off-center firefighting and/or national emergencies duties has been added. Due to the long and, oftentimes, challenging schedule students have while involved in firefighting activities, OJC has established a leave category for students to relax and recover similar to leave provided to professional firefighters. Fire R&R is limited to three, consecutive, calendar days inclusive of weekends, may be taken on or off center, and granted at the center's discretion.

3. **Explanation of Changes.**

PRH Section 2.2, R3, Community Living (Residential)

- Added a. Centers must develop and implement a Recreation Program Plan. The plan must be submitted for Regional Office approval in accordance with Chapter 5, Section 5.1, R11, Recreation Program Plan.

PRH Section 2.2, R9, Leisure Time Employment

- Added c. Students engaged in Leisure time employment must be placed into the Free Time Leave category during the time that the student is away from center.

PRH Section 5.1, R11, Recreation Program Plan

- Renamed R11 Recreation Program Plan and added Recreation Program Plan annual submission requirement.
- Moved Equal Employment Opportunity/Civil Rights to Section 5.1, R42

PRH Section 6.1 Leaves and Absences

- Added R1d. Procedures for managing attendance, whereabouts, and status must be included in the Student Accountability Procedures SOP (see Exhibit 5-1d).
- Discontinued the use of "passes" and replaced with leave (e.g., overnight leave)
- Added case manager to list of those who can consent to leave for minors in R3 Authorized Absences
- Added R4 Free Time Leave as an authorized leave category, identified FTL SOP as the location for FTL procedures, and outlined the minimum FTL requirements to be included in the SOP.
- Renumbered subsequent sections.

Exhibit 5-1, Standard Operating Procedures

- Added u. Free Time Leave

Exhibit 5-2, Plan and Report Submission Requirements

- Added Recreation Program Plan under section “Annual Plans”

Exhibit 6-1, Duty/Pay/Leave Status Chart

- Added a new leave category Paid, Not Present for Duty-Same Day-Paid, On Authorized Leave-Same Day Leave, Free Time Leave (FTL) status for students to use to exit and safely return to center during non-training times Monday - Friday and on weekends and holidays at Centers with OJC approved Recreation Plan and Free Time Leave SOP. For use by students engaged in Leisure Time Employment (LTE).
- Modified Paid, Not Present for Duty On Pass
 - Duty Status revised from “Present for Duty On Pass” to “Not Present for Duty - Overnight – Paid”
 - CIS Leave Type revised from “On Pass” to “On Authorized Leave-Overnight”
 - Added the CIS Leave Reason Fire Rest and Recovery (R&R) for those students involved in authorized off-center firefighting and/or national emergencies. Fire (R&R) is limited to three, consecutive, calendar days inclusive of weekends, and under center discretion.
- Modified Paid, Not Present for Duty, Paid Time Off (PTO)
 - Duty Status revised from “Not Present for Duty-Paid Time Off (PTO)” to “Not Present for Duty – Paid”
 - CIS Leave Type revised from “Paid Time Off” to “On Authorized Leave-PTO”
 - Added “Mental Health” day to this category, which allows students—at their discretion and with the concurrence of the center—to take a mental health day or PTO and remain on campus.
 - Added Centers must provide supervision in dormitories for students that remain on center during Paid Time Off (PTO)

4. Action Required.

- a. Within **30 days of issuance** of this Change Notice, all centers must submit a Free Time Leave SOP and Recreation Program Plan to the Regional Office and their assigned Contracting Officer’s Representative (COR).
- b. The Regional Office will review FTL SOP and Recreation Program Plans to ensure they meet program requirements and objectives. COs will review the plan from the contracting perspective to identify where modifications to the contract or other contractual change orders may be required. The COR will notify the center of the FTL SOP and Recreation Plan approval.

If modifications or other contractual change orders are required, they will be promptly issued by the CO as the Department of Labor’s official authorized to revise contract requirements and no change to the work will be authorized prior to such modification.

5. **Effective Date.** The changes specified in this Change Notice are effective September 16, 2024.

6. **Inquiries.** Direct inquiries related to this Change Notice to your Regional Director.

7. **PRH Website Access.** The Change Notice and revisions to the PRH can be accessed within two business days on the PRH Website at <https://prh.jobcorps.gov>.