

**Frequently Asked Questions Regarding Policy and Requirements Handbook (PRH)  
Change Notice 24-01: Revisions to the Student Leave Policy.**

**General Questions**

- 1. When does this policy take effect?**  
The policy took effect on September 16, 2024, per the Policy and Requirements Handbook (PRH) Change Notice 24-01. Centers must submit their FTL Standard Operating Procedure (SOP) and Recreation Program Plan to the Regional Office (RO) for approval before using the new leave categories.
- 2. If the FTL SOP and Recreation Program Plan are approved, how is the Job Corps Data Center notified to assign the FTL leave module to the center?**  
Once a center's SOP and recreation plan are approved by the region, the center's IT point of contact must activate the FTL module in the Center Information System (CIS) by navigating to Menu > System Functions > Activate Free Time Leave.
- 3. What counts as overnight leave?**  
PRH Exhibit 6-1 defines "Not Present for Duty-Overnight" for National Guard duty, family visits, or recovery from authorized off-center activities, such as firefighting and national emergencies.
- 4. Does the *MyJobCorps* enrollment system include parental consent?**  
No, it is the center's responsibility to obtain parental consent. The form is available in CIS under Enrollment > Student > Parental Consent.
- 5. When should center staff complete the parental consent form?**  
Center staff must obtain parental consent *after* the student arrives on center. The form is available in CIS.
- 6. Should centers update CIS access before SOP approval?**  
No, the center's CIS access will not be updated until the FTL SOP and Recreation Plan receive RO approval.
- 7. Do students need to sign in/out for recreational trips?**  
No, center-supervised recreational trips follow the center's Student Accountability Procedures SOP, and FTL is not used.
- 8. How do centers handle leave approvals?**  
Centers must specify in their SOPs the process for requesting and approving leaves, including FTL.

### **Paid Time Off (PTO) Questions**

- 1. Can students stay on center during PTO?**  
Yes, students can stay on center during PTO. Centers must provide dormitory supervision for these students.
- 2. Are students "not present for duty" during PTO?**  
Yes, students on PTO are not engaged in training or center activities, so they are considered "not present for duty."
- 3. Do all centers need to offer on-center PTO?**  
Yes, centers must offer on-center PTO.
- 4. Can students take a half-day of PTO?**  
No, students cannot take half-day PTO.
- 5. Can maintenance enter dorms during PTO?**  
Yes, maintenance staff coordinate with residential staff to complete work orders in dorms during PTO.
- 6. Can centers opt out of FTL but still offer PTO?**  
Yes, centers must offer on-center PTO, but FTL is optional and applies during non-training hours, weekends, and holidays.
- 7. Can students use PTO for sick leave?**  
No, sick students must report to the health and wellness unit for evaluation. PTO cannot be used as sick leave.

### **Mental Health Day Questions**

- 1. What is the maximum number of mental health days a student can take?**  
Mental health days are typically one day, depending on the student's PTO balance.
- 2. Does the Center's Wellness Department determine mental health days?**  
No, students determine when to take mental health days, and they do not need to provide a reason.
- 3. Can centers hire additional staff for mental health days?**  
Centers may propose hiring additional staff for dorm supervision during training hours. This requires approval from the RO.
- 4. Can students use PTO after an Unauthorized Absence (UA) day?**  
Centers must follow PRH Chapter 6, Section 6.1, R5 for a duty status change after a UA.
- 5. Do students need to stay in the dorms during mental health days?**  
Yes, students taking a mental health day may not enter training areas but can use

dormitories and visit the cafeteria during mealtimes. Centers must stipulate in their SOPs oversight of students taking leave while on center.

**6. Is documentation needed for mental health days?**

No, students do not need documentation to take PTO for mental health days.

**7. Can centers provide transportation for mental health days off-center?**

No, government-paid travel is not allowed for PTO, including mental health days.

**8. Can students take mental health days without PTO?**

No, students must have accrued PTO to take mental health days.

**Fire, Rest, and Recovery Questions**

**1. Can students involved in authorized activities off-center – such as firefighting and/or national emergencies – remain on center for their Fire, Rest, and Recovery while on authorized overnight leave?**

Yes. Students recovering from their involvement in authorized activities off-center – such as firefighting and/or national emergencies – may choose to remain on center while on authorized overnight leave. Centers must provide supervision in dormitories for students who remain at the center while on authorized overnight leave.

**2. How many leave days are permitted at one time for the Fire, Rest, and Recovery authorized overnight leave?**

Fire, Rest, and Recovery leave is granted at the center's discretion and is limited to three consecutive calendar days, including weekends.

**3. If the center uses its discretion to extend the leave days beyond the limit of three consecutive calendar days, is there a maximum number of their Fire, Rest, and Recovery leave days that may be taken at one time?**

Yes. A maximum of three consecutive calendar days may be taken at one time. Leave granted for Fire, Rest, and Recovery cannot be accumulated. The leave must be used as soon as it is granted.

**4. Is there a maximum number of times a student may use their Fire, Rest, and Recovery leave during their enrollment?**

Fire, Rest, and Recovery leave can be given after completion of authorized off-center firefighting and/or national emergency activities at the Center Director's discretion.

**5. Are students only allowed to recover at the center for their Fire, Rest, and Recovery CIS Leave Reason?**

No. Students are not required to remain on center during Fire, Rest, and Recovery.

**6. Does the center pay for transportation for their Fire, Rest, and Recovery CIS Leave Reason?**

No. Students must pay for their own transportation.

**7. The criteria still says “must not conflict with scheduled classes for the on authorized leave overnight” - how do we address that for their Fire, Rest, and Recovery students?**

Students granted Fire, Rest and Recovery leave are exempt from the criteria/limitations “must not conflict with scheduled classes” as outlined in PRH Exhibit 6-1.