

DUTY/PAY/LEAVE STATUS CHART

PAY STATUS	DUTY STATUS	TYPE	CIS CODE	USES	CRITERIA/LIMITATIONS
Paid	Present for Duty	On Center	P-DON	For students involved in normal training and other on-center activities.	
Paid	Present for Duty	Off Center	P-DOC Non Resident OCT/ACT	For nonresident students enrolled in off-center ACT/OCT programs.	<ul style="list-style-type: none"> Centers must have documented daily accountability for student attendance at the ACT/OCT site.
Paid	Present for Duty	Off-Center	P-DOF Home Based WBL	For students involved in authorized activities off-center for home-based work-based learning (WBL).	<ul style="list-style-type: none"> Home-based WBL assignment is limited to a maximum of 6 work weeks (5 work days per work week) per student enrollment. The Regional Office, at its discretion, may grant a waiver to extend the 6-week limit if there is reasonable expectation of full-time employment, not to exceed 6 additional weeks. See PRH Section 3.8 for details. At the end of the home-based WBL assignment, the student may return to the center, or may be separated as an ordinary separation without returning. When a student does not return to the center, the center is required to arrange an appointment for the student with the student's CTS counselor.
			P-DOF Off Center CTST (VST) /WBL/OCT	For students involved in off-center training that requires overnight stays (CTST, WBL, OCT).	<ul style="list-style-type: none"> The CTST projects must be approved on a center's CTST plan. Other WBL and OCT must have approval by the region through the CDSS plan or authorization letter. Covers such programs as American Barge Lines, Advanced Paving, Advanced Cement, Habitat, and similar programs.
			P-DOF Job search /Interview/ college & apprenticeship registration	For students involved in authorized activities off center for job interviews, job search, apprenticeship registration, college application processing, or armed forces processing.	<ul style="list-style-type: none"> Maximum length of time for out-of-town job search and interviews, apprenticeship registration, college registration, or armed forces processing shall not exceed 10 training days during enrollment. The Regional Office, at its discretion, may grant a waiver to extend the 10-day limit if there is reasonable expectation of full-time employment. Regional Office extensions are limited to 5 training days during a student's enrollment. Students must have at least two prearranged and verifiable job interviews (one of which may be the CTS, One-Stop, Employment office) set up for this period. Student must have an appointment to visit the Career Transition Services (CTS) office in their home area if one exists; if not, telephone contact with the appropriate CTS office should be scheduled. At the end of the job-search period, if the student has not been

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Paid	Present for Duty	Off-Center	P-DOF Fire Fighting, Emergency Service	For students involved in authorized activities off-center firefighting and/or national emergencies.	<ul style="list-style-type: none"> Maximum length of time shall not exceed 8 weeks (56 calendar days) per year of enrollment. Verification must be documented on the leave form in CIS.
Paid	Present for Duty	Off-Center	P-DOF Miscellaneous	For students involved in authorized training activities off center for recruiting drives, escort duty, competitions, awards, conferences, events.	<ul style="list-style-type: none"> Maximum length of time shall not exceed 10 training days during enrollment. Verification must be documented on the leave form in CIS.
Paid	Present for Duty	En Route	P-Enrt	For students in authorized travel status using most direct route home or to receiving center for: <ul style="list-style-type: none"> New arrivals. Separations. Transfers. 	<ul style="list-style-type: none"> New enrollees with inbound travel overnight or longer. Separating students with travel overnight or longer. Transferring students during travel by most direct route. En route status not authorized if student takes unauthorized side trip or layover.
Paid	Present for Duty	On Pass	P-Pass	For authorized overnight pass, including National Guard weekend duty.	<ul style="list-style-type: none"> Must not conflict with scheduled classes. Destination must be documented. For minors, only to destinations authorized by parental consent.
Paid	Not Present for Duty	Winter/ Summer Break	P- WBRK P-SBRK	<p>Students are entitled to a scheduled winter break set by the National Office of Job Corps. This break will be scheduled to include 10 nontraining days as well as two federal winter holidays and three weekends.</p> <p>Students are entitled to a scheduled summer break set by the National Office of Job Corps. This break will be scheduled to include 10 nontraining days as well as the Fourth of July and three weekends.</p>	<ul style="list-style-type: none"> Destination is home of record, or alternate destination with transportation costs no higher than to home of record. For minors, only to destinations authorized by parental consent. Students are entitled to go on winter and summer breaks regardless of length of enrollment. Students may elect not to go on break, but may decide to remain at the center instead. Centers must have an appropriate level of structured activities for students who remain at the center during break periods. Some students will not be able to go on the scheduled break because of conflicts with their off-center training or program activity schedules. In these cases, the students shall be permitted to go on an alternate break consisting of 10 consecutive nontraining days. The alternate 2-week summer break period must begin no sooner than June 1 and end no later than August 31. The alternate winter break period must begin no sooner than the Saturday prior to Martin Luther King, Jr.

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					<p>Day.</p> <ul style="list-style-type: none"> Regional Offices may authorize individual break schedules for specific students. Documentation of approval must be maintained in the students' permanent record.
Paid	Not Present for Duty	Administrative Leave	P-ADLV	<p>For authorized absences due to:</p> <ul style="list-style-type: none"> Center closure for emergency conditions. Securing medical/dental treatment as concurred by center health staff. Subpoenaed court appearance. Temporarily housed off center as a precaution against harm or injury to self. Life-threatening illness or injury to immediate family (mother, father, spouse, grandmother/father, child, sister, brother, guardian, sole living blood relative, someone acting in lieu of parents). Serious illness or injury to student's child. 	<ul style="list-style-type: none"> Shall not exceed 5 training days within any consecutive 6-month period. Must be verified by attending physician, hospital authority, government authority, or court official. Verification obtained from phone calls is allowed as long as the following information is obtained and documented on the CIS leave form: name of contact person, title, phone number, date of contact, and name and address of the facility. Regions can authorize an additional 5 training days for students who have extenuating circumstances. Documentation and regional approval must be maintained in the student's permanent record. Regions can extend the number of training days under this leave in the case of emergency center closure.
Paid	Not Present for Duty	Bereavement Leave	P-BERV	<p>Death in immediate family (mother, father, spouse, grandmother/father, child, sister, brother, guardian, someone acting in lieu of parents).</p>	<ul style="list-style-type: none"> Not to exceed 10 training days per the prior 12-month window of time. Must be verified by attending physician/hospital, funeral director, American Red Cross. Verification obtained from phone calls is allowed as long as the following information is obtained and documented on the CIS leave form: name of contact person, title, phone number, date of contact, and name and address of the facility. Verification must be obtained within 1 working day after leave request. Must be authorized by CD or designee.
Paid	Not Present for Duty	Active Duty	P-ADM	<ul style="list-style-type: none"> Short-term active duty in National Guard. 	<ul style="list-style-type: none"> Not to exceed 8 weeks during enrollment. Must be verified with Military Personnel.
Paid	Not Present for Duty	Personal Leave	P-PLV	<p>For students to use at their discretion. Only allowed with concurrence of the center.</p>	<ul style="list-style-type: none"> 5 personal days available upon enrollment. After 6 months of enrollment, 1 personal day is accrued every subsequent 30 days of enrollment.

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					<ul style="list-style-type: none"> The personal leave day must be requested by the student, and the CIS leave form submitted, no later than 1 hour after a student's scheduled training day start time on the leave date. No special documentation required, other than the CIS leave form.
Unpaid	Not Present for Duty	Absent without Leave (AWOL)	N-AWOL	For students who fail to return or report to center by 1 hour after a student's scheduled training day start time.	<ul style="list-style-type: none"> AWOL absence in excess of 6 consecutive training days (not including weekends, holidays, SBRK, WBRK, or other center nontraining days) will result in separation from the program 1 hour after student's scheduled training day start time on the 7th training day, with the separation date being the 7th training day. Unauthorized absences in excess of 12 training days (not including weekends, holidays, SBRK, WBRK, or other nontraining days) per the prior 6-month window of time will result in separation from the program 1 hour after student's scheduled training day start time on the 13th training day, with the separation date being the 13th training day. If the student 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 contact and receipt of documentation to support the status change. The required verification is the same as outlined for Bereavement, PALV, etc.
Unpaid	Not Present for Duty	Administrative Leave W/O Pay	N-UPAL	For authorized absences due to: <ul style="list-style-type: none"> Unsubpoenaed court appearances. Pending results of disciplinary fact finding when deemed necessary to remove student from center. Elective medical/dental treatment. Appearance for probation/parole. Cultural or religious observances/practices. 	<ul style="list-style-type: none"> 5 training days allowed during a consecutive 6-month window. Verification from court, medical provider, or a CSO incident report must be documented and submitted in CIS prior to leave being granted. Verification obtained from phone calls is allowed as long as the following information is obtained and documented on the CIS leave form: name of contact person, title, phone number, date of contact, and name and address of the facility. Regions can authorize an additional 5 UPAL days for students who have extenuating circumstances such as subsistence fishing/hunting or religious accommodations. Documentation of the need for student's presence at home and RO approval is required and shall be maintained in the permanent record.
Unpaid	Not Present for Duty	Personal	N-UPER	For nonresidential students who are custodial parents who have to remain at home to care for their dependent children during sickness or interruption in day care services.	<ul style="list-style-type: none"> Maximum length of time shall not exceed 5 training days. Student must provide legal documentation proving custodial parent responsibilities prior to use of this leave status. Unpaid personal leave day must be requested by the student, and CIS leave form submitted no later than the end of the same

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					training day. • No special documentation required. • Can only be used after paid personal days are exhausted.

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