

December 12, 2007

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 07-17

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

FROM: ESTHER R. JOHNSON, Ed.D.
 National Director
 Office of Job Corps

SUBJECT: Revised Leave Policy and Documentation Requirements

1. Purpose. To provide advance notice to the field of changes that will go into effect on **April 1, 2008** regarding: student leave categories; uniform criteria and limitations of the different leave categories; acceptable documentation methods of student leave; and how the transition from the current leave policy to the new leave policy will be achieved.

Advance familiarity with the leave policy changes is necessary in order to implement the new policy on the effective date, as required. Therefore, the revised leave policy is provided in the attached draft Policy and Requirements Handbook (PRH) Chapter 6, Sections 6.1-6.4 and attached draft PRH Exhibits 6-1 through 6-3. *These drafts are **not** for your review and comments;* they should be used by the Job Corps community in preparing to transition to the new policy.

2, Background. Improvements in quality assurance, data integrity and data monitoring have necessitated greater clarity in both leave policy language and audit instructions related to the documentation of student leave.

3. Explanation of changes. The Data Integrity Workgroup has recommended PRH changes, to the National Office, that modify the leave policy based upon information communicated during the Job Corps Leadership Conference in October 2006. The leave policy has therefore been redrafted to incorporate many of these recommendations and to further enumerate the criteria and limitations for the various leave types. In order to support the leave policy changes, however, the Job Corps Data Center

must make substantial modifications to the CDSS Center Information System (CIS); to allow adequate time to both update and test revisions to CIS, the revised leave policy will not become effective until

April 1, 2008. The attached PRH drafts illustrate the changes to the leave policy that will be effective on April 1, 2008. The attached draft PRH changes will be reissued as a PRH Change Notice prior to April 1, 2008.

Effective immediately, however, centers and regions will accept documentation of telephonic leave verification from third party sources. Verification obtained from phone calls will be documented on the CIS leave request form and will include: name of contract person; title; phone number; date of contact; and, name and address of the facility.

The new leave policy specifies the allowable number of *training* days for each leave type. In order to ensure that training days are accrued accurately, the Job Corps Data Center (JCDC) is currently implementing a change in the Center Information System (CIS) to allow centers to not only designate “training days” for their center, but also to adjust the “training days” of individual students whose schedule differs from the center’s designated training days. Further modifications will be made to CIS, such as pull-down menus where appropriate, to reinforce the changes made to PRH, Chapter 6.

In order to ensure a smooth transition to the new leave policy, the revisions made to Chapter 6 and Exhibits 6-1, 6-2, and 6-3 will become effective on April 1, 2008; this allows adequate time for all staff to become familiar with the revisions in the leave policy and for JCDC to make the necessary updates to CIS.

As of April 1, 2008, all students will transition to the new leave policy. **Note, however, that the balance of days students have used under the current leave policy will also transition as of April 1, 2008.** For example, if a student has 4 AWOL training days prior to April 1, 2008, that student will still have used 4 AWOL training days when they transition to the new leave policy.

The only balance that will not transfer under the new leave policy are any training days used as Administrative Leave without Pay. There is a difference in the number of allowable days between the current and new policy for Administrative Leave without Pay (due mainly to the addition of a new Personal Leave category). All students, therefore, will begin with a zero balance under this leave type.

Furthermore, as of April 1, 2008, all students (as appropriate) will receive the full allowable days, under the criteria and limitations specified in Exhibit 6-1, for the following new leave types:

- Present for Duty-Fire fighting, Emergency Service (P-DOF): 8 weeks per year of enrollment as of 4/1/2008;
- Not Present for Duty-Active Duty (P-ADM): 8 weeks during enrollment;
- Not Present for Duty-Personal Leave (P-PLV): 5 training days as of 4/1/2008, with 1 personal day accrued every 30 days after the first 6 months; and
- Not Present for Duty-Personal (N-UPER): 5 training days per enrollment.

4. Action Required. Addressees must ensure that this Program Instruction is distributed to all appropriate staff.

5. Effective Date. April 1, 2008

6. Inquiries. Inquiries should be directed to Dale Fischer at (202) 693-3131 or fischer.dale@dol.gov.

Attachments

Draft PRH Chapter 6, Sections 6.1 to 6.4

Draft PRH Exhibit 6-1

Draft PRH Exhibit 6-2

Draft PRH Exhibit 6-3