

September 5, 2008

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 08-08

TO: ALL JOB CORPS REGIONAL OFFICE STAFF
 ALL JOB CORPS CENTER DIRECTORS
 ALL JOB CORPS CENTER OPERATORS
 ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

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

SUBJECT: Reporting Accrued Leave

1. Purpose. To obtain accrued leave financial data, as of August 31, 2008, from all Job Corps contractors with center, Outreach and Admissions (OA), or Career Training Services (CTS) contracts.

2. Background. The U.S. Department of Labor is required to include the dollar value of Job Corps contractors' accrued leave balances on the fiscal year financial statements. All contract centers and OA/CTS contractors are asked to provide this data so the Department can base its Job Corps accrued leave total on actual data.

3. Action.

- a. Using the attached Excel worksheet entitled "2008 Accrued Leave Report," contract operators will report the total value of accrued leave for staff as of August 31, 2008. This data will be reported by individual contract.
- b. The completed Excel worksheets will be submitted via e-mail to hess-williams.tina@dol.gov no later than 5:00 p.m. EDT, September 15, 2008.

Note: Civilian Conservation Centers (CCCs) are exempt from these requirements.

Addressees are to ensure that this Program Instruction is distributed to all appropriate staff.

4. Expiration Date. September 30, 2008.

5. Inquiries. Inquiries should be directed to Tina Hess-Williams at (202) 693-3116 or hess-williams.tina@dol.gov.

Attachment

2008 Accrued Leave Report