

September 3, 2009

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 09-14
------------	---

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

FROM: LYNN A. INTREPIDI
Interim National Director
Office of Job Corps

SUBJECT: Reporting Accrued Leave

1. Purpose. To obtain accrued leave financial data, as of August 31, 2009, from all Job Corps contractors with center, outreach and admissions (OA), or career transition 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 "2009 Accrued Leave Report," contract operators will report the total value of accrued leave for staff on all applicable operating contracts as of August 31, 2009. For this request, *accrued leave* is defined as only those amounts for earned but unused leave payable, under current contractor policy, to an employee at the time of separation/termination of employment. Although this data is to be reported by individual contract, **each operator will submit only one document to include all applicable contracts. Individual centers and OA/CTS contracts should not respond.**
 - 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, 2009.

Note: Civilian Conservation Centers (CCCs) are exempt from these requirements.
4. Expiration Date. September 30, 2009.

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

Attachment

A – 2009 Accrued Leave Report