

August 18, 2011

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 11-04
--

TO: ALL JOB CORPS NATIONAL OFFICE STAFF
 ALL JOB CORPS REGIONAL STAFF
 ALL JOB CORPS CENTER OPERATORS
 ALL OA/CTS CONTRACTORS

FROM: Edna Primrose
 National Director
 Office of Job Corps

SUBJECT: Reporting Accrued Leave

1. Purpose. To obtain the value of staff accrued leave, as of August 31, 2011 from all Job Corps operators with center, Outreach 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 statement. All center and OA/CTS operators are asked to provide this data.
3. Action. Using the attached Excel worksheet, entitled, "Accrued Leave 8-31-11" contract operators will report the total value of accrued leave for staff, as of August 31, 2011. 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.

The completed Excel worksheets should be submitted via e-mail to hess-williams.tina@dol.gov no later than 5:00 p.m. EDT September 27, 2011.

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

4. Expiration Date. September 30, 2011.
5. Inquiries. For questions, please contact Tina Hess-Williams at (202) 693-3116 or at the e-mail address above.

Attachment
Accrued Leave 2011 Contractor