

September 12, 2013

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 13-07
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF  
ALL JOB CORPS REGIONAL STAFF  
ALL JOB CORPS CENTER OPERATORS  
ALL OA/CTS CONTRACTORS

FROM: Grace A. Kilbane  
National Director  
Office of Job Corps

SUBJECT: Reporting Accrued Leave

1. Purpose. To obtain the value of accrued leave, as of August 31, 2013, 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 8-31-13," contract operators will report the total value of accrued leave for staff as of August 31, 2013. For this request, *accrued leave* is defined as only those amounts of 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 (no PDFs) shall be submitted via e-mail to [hess-williams.tina@dol.gov](mailto:hess-williams.tina@dol.gov) by **September 20, 2013, 5:00 p.m. Eastern.**

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

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

4. Expiration Date. September 30, 2013.
5. Inquiries. For questions, please contact Tina Hess-Williams at the e-mail address above.

Attachment

Accrued Leave 8-31-13