

January 7, 2014

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 13-19
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL DIRECTORS
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: GRACE A. KILBANE
National Director
Office of Job Corps

SUBJECT: Students Delayed Returning from Winter Break

1. Purpose. To inform the Job Corps community about the procedures for entering leave types in Center Information System (CIS) for students delayed in returning from Winter Break.

2. Background. The recent extreme weather in many parts of the country has caused delays for a number of students traveling back to their respective centers after the Winter Break. Consistent with previous practices, the National Office of Job Corps will place such students on “Administrative Leave with Pay.” All centers with students affected by this situation should take the following two steps:

- In CIS, mark the student returned from the Winter Break on the scheduled return date, even though the student has not physically returned.
- Enter a second leave as “Administrative Leave with Pay” for the student with the new start date and end date. Mark the student as departed.

Centers that have coded such students as “extended Winter Break” or “non-training day” prior to this Program Instruction notice should take actions to change these codes to “Administrative Leave with Pay” as described above. For future data integrity audit purposes, centers must place a copy of this Program Instruction notice into each related student’s record.

3. Expiration. Until superseded.

4. Inquiries. Inquiries should be directed to Linda Estep at (888) 886-1303 x7212 or estep.linda@dol.gov.