

September 11, 2014

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 14-12
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONALSTAFF
ALL JOB CORPS CENTER OPERATORS
ALL OA/CTS CONTRACTORS

FROM: LENITA JACOBS-SIMMONS
Acting National Director
Office of Job Corps

SUBJECT: Reporting Accrued Leave

1. Purpose. To obtain the value of accrued leave as of August 31, 2014, from all Job Corps operators 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 statement. All center and OA/CTS operators are asked to provide this data.
3. Action. Using the attached Excel worksheet, entitled "Accrued Leave 8-31-14" contract operators will report the total value of accrued leave for staff as of August 31, 2014. 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, no PDFs please, must be submitted via e-mail to hess-williams.tina@dol.gov by 5:00 p.m. Eastern September 19, 2014.

Note: Civilian Conservation Centers are exempt from these requirements.

This Program Instruction Notice must be distributed to all appropriate staff.

4. Expiration Date. September 30, 2014.
5. Inquiries. For questions, please contact Tina Hess-Williams at the e-mail address above.

Attachment

Accrued Leave Spreadsheet