

September 21, 2015

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 15-06
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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  
National Director  
Office of Job Corps

SUBJECT: Reporting Accrued Leave

1. Purpose. To obtain the value of accrued leave, as of August 31, 2015, 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, "*Accrued Leave 8-31-15*," contract operators will report the total value of accrued leave for staff as of August 31, 2015. *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. This data is to be reported by individual contracts; however, **each operator will submit 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 Tina Hess-Williams at [hess-williams.tina@dol.gov](mailto:hess-williams.tina@dol.gov) no later than 5:00 p.m. Eastern, September 24, 2015. Please do not send PDFs.

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

Addresses are to ensure this Program Instruction Notice is distributed to appropriate staff.

4. Expiration Date. September 30, 2015.
5. Inquiries. For questions, please contact Tina Hess-Williams at the e-mail address above.

Attachment  
Accrued Leave 8-31-15 spreadsheet