

August 31, 2016

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 16-10
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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: LENITA JACOBS-SIMMONS
National Director
Office of Job Corps

SUBJECT: Reporting Accrued Leave

1. Purpose. To value accrued leave as of August 31, 2016, 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 8-31-16," contract operators will report the total value of accrued leave for staff as of August 31, 2016. "Accrued leave" is defined as 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 one document to include all applicable contracts.** Individual centers and OA/CTS contracts should not respond.

Completed Excel worksheets should be e-mailed to Tina Hess-Williams at hess-williams.tina@dol.gov by **5:00 p.m., Eastern, September 16, 2016.** Do not send PDFs.

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

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

4. Expiration Date. September 30, 2016.
5. Inquiries. For questions, please contact Tina Hess-Williams at the e-mail address above.

Attachment
Accrued Leave 8-31-16 spreadsheet