



SEP - 7 2017

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 17-06

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

A handwritten signature in black ink, appearing to read "Lenita Jacobs-Simmons", written over the typed name.

SUBJECT: Reporting Accrued Leave

1. **Purpose.** To obtain the value of accrued leave, as of August 31, 2017, 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 8-31-17," contract operators will report the total value of accrued leave for staff as of August 31, 2017. *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 should be submitted via e-mail to Tina Hess-Williams at hess-williams.tina@dol.gov no later than 5:00 p.m., Eastern, September 18, 2017. Please do not send PDFs.

Note: Civilian Conservation Centers (CCCs) are exempt from these requirements. Addressees are to ensure the Program Instruction Notice is distributed to all appropriate staff.

4. **Expiration Date.** September 30, 2017.
5. **Inquiries.** For questions, please contact Tina Hess-Williams at the e-mail address above.

Attachment