

December 11, 2001

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 01- 17
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TO: ALL JOB CORPS NATIONAL OFFICE SENIOR 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: RICHARD C. TRIGG
National Director
Office of Job Corps

SUBJECT: Annual Summer Break

1. Purpose. To provide dates for the summer break 2002.
2. Background. Job Corps Program Instruction No. 99-18 eliminated the accrual of student annual leave and replaced it with the new policy which provides for a 2 week break in the summer and a 2 week break in the winter.

The summer 2002 break will be 18 consecutive days, including 11 training days, the Fourth of July holiday and three weekends. The summer break for 2002 begins on Thursday, June 27, 2002 (normal classes ending Wednesday, June 26) and ends on Sunday, July 14, 2002 (normal class schedule resuming Monday, July 15). A "double pay" will be available for disbursement to all students on Wednesday, June 26.

3. Action. Center directors are to ensure that the following information is distributed to staff in the records and counseling departments and other appropriate staff, as necessary:
4. Expiration Date. July 16, 2002
5. Inquiries. Inquiries should be directed to Paul Milam, 202-693-3119 or email: PMilam@doleta.gov.