

September 12, 2002

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 02-07
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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: 2002 Annual Winter Break

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

The 2002 Winter Break will be 18 consecutive days, including 10 training days, the Christmas and New Year's holidays and three weekends. This year's winter break will start on **Thursday, December 19, 2002**, (normal classes ending Wednesday, December 18, 2002). The break will run through **Sunday, January 5, 2003**, with normal classes resuming on Monday, January 6, 2003. A "double pay" will be available for disbursement to all student on December 6, 2002.

4. Action. Center directors are to ensure that this Notice is distributed to the records and counseling department as well as other appropriate staff.
5. Expiration Date. January 5, 2003
6. Inquiries. Inquiries should be directed to Paul Milam at (202) 693-3119; email: Pmilam@doleta.gov.