

January 6, 2003

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 02-16
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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 2003

1. Purpose. To announce the dates for the 2003 summer break.
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 2003 summer break will be 18 consecutive days, including 11 training days, the Fourth of July holiday, and three weekends. The 2003 summer break for students will begin on Thursday, June 26, 2003 (normal classes ending Wednesday, June 25) and ends on Sunday, July 13, 2003 (normal class schedule resuming Monday, July 14). A “double pay” will be available for disbursement to all students on Friday, June 20, 2003. Disbursement of funds can be made anytime between June 20 through June 26, 2003. Centers may disburse funds closer to the break date if they prefer.

3. Action. Center directors are to ensure that this Information Notice is distributed to staff in the records and counseling departments and other appropriate staff, as necessary.
4. Expiration Date. July 15, 2003.
5. Inquiries. Inquiries should be directed to Paul Milam at (202) 693-3119, or email to PMilam@doleta.gov.