

March 2, 2004

CLARIFICATION

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 03-26
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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: 2004 Annual Summer Break

1. Purpose. To provide dates for the 2004 Summer Break; **and, to clarify the change of the beginning and ending dates of the summer break as well as the end date for disbursement of student pay funds. The date changes are being made to accommodate the busy weekend rush of holiday travelers.**

2. Background. Job Corps Program Instruction No. 99-18 eliminated the accrual of student leave and replaced it with a new policy that provides for a 2-week break in the summer and a 2-week break in the winter.

The 2004 Summer Break will be 18 consecutive days, including 10 training days, the Fourth of July holiday, and three weekends. The 2004 summer break will **begin on Thursday, July 1, 2004 (normal classes ending Wednesday, June 30) and ends on Sunday, July 18, 2004 (normal class resuming Monday, July 19, 2004).** A “**double pay**” will be available for disbursement to all students on **Friday, June 18, 2004. Disbursement of funds** can be made anytime **between June 18 and July 1, 2004.** Centers may disburse funds closer to the break date if they prefer.

3. Action. Center directors are to ensure this Notice is distributed to the records and counseling department, as well as other appropriate staff.

4. Expiration Date. July 21, 2004.

5. Inquiries. Inquiries should be directed to Sandra Darden at 202-693-3130, or email to Darden.Sandra@dol.gov or Linda Marshall at 202-693-3106, or email to Marshall.Linda@dol.gov.