

REISSUANCE

September 24, 2004

DIRECTIVE: JOB CORPS INFORMATION NOTICE 04-07

TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL DIRECTORS
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL JOB CORPS NATIONAL TRAINING AND SUPPORT
CONTRACTORS
ALL JOB CORPS OUTREACH, ADMISSIONS AND CTS
CONTRACTORS

FROM: GRACE A. KILBANE
National Director
Office of Job Corps

SUBJECT: 2004 Annual Winter Break

1. Purpose. To provide the dates for the 2004 Winter Break.
2. Background. In the spring of 1999, the National Director convened a work group to recommend operational cost savings and efficiencies. One recommendation was to provide for two annual student breaks. The break allows for the students to be home while others their age are also out of school. In addition, centers can use this time for staff training and physical plant and equipment maintenance.
3. Reference. Program Instruction No. 99-18.
4. Action. ***The dates of the 2004 Winter Break have been revised.***

The 2004 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 **begin Friday, December 17, 2004** (normal classes ending December 16, 2004) and continue through Monday, January 3, 2005 (with normal **classes resuming on January 4, 2005.**) A double pay will be available to students for the pay periods ending November 26, 2004 and December 10, 2004. Funds for these pay periods will be available for disbursement to all students December 3, 2004. Funds for the pay period ending December 24, 2004 will be available at center banks on December 30, 2004.

Center directors are to ensure this Notice is distributed to all appropriate staff. This Information Notice supersedes Information Notice No. 03-02.

5. Expiration Date. January 4, 2005.

6. Inquiries. Inquiries should be directed to Maria Temiquel at (202) 693-3118, or emailed to temiquel.maria@dol.gov.