

October 28, 2014

DIRECTIVE:	INFORMATION NOTICE NO. 14-22
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF  
ALL JOB CORPS REGIONAL OFFICE STAFF  
ALL JOB CORPS CENTER DIRECTORS  
ALL JOB CORPS CENTER OPERATORS  
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS  
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: LENITA JACOBS-SIMMONS  
Acting National Director  
Office of Job Corps

SUBJECT: Job Corps Student Disposition Non-training Day After Thanksgiving

1. Purpose. To communicate to the Job Corps community the disposition of students on the day following Thanksgiving.
2. Action. The National Office of Job Corps declares that the day after Thanksgiving will henceforth be a non-training day for all students. Students should not be charged any type of leave for this day or penalized in any way for non-attendance. Keep this Information Notice as part of your record of non-training days for data integrity audit purposes.

Seven days prior to Thanksgiving, centers shall submit to their Regional Office Program Managers a one-page plan on what training activities will be conducted for staff members who do not use leave, and report to work this day. Centers will also ensure that students who remain on center for the holiday enjoy a hearty and healthy Thanksgiving Day meal.

To record the non-training day information in CIS, the center staff will use the following screens: Center Calendar available in the System Functions Module and Student Calendar available in the Accountability Module.

Addressees are to ensure this Information Notice is distributed to all appropriate staff.

3. Expiration Date. This declaration is effective from this day forward, and will not expire until superseded.
4. Inquiries. Direct any inquiries via e-mail to Linda Marshall, [marshall.linda@dol.gov](mailto:marshall.linda@dol.gov).