

February 16, 2005

<b>DIRECTIVE:</b> <b>JOB CORPS PROGRAM INSTRUCTION NO. 04-17</b>
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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:**                GRACE A. KILBANE  
                             National Director  
                             Office of Job Corps

**SUBJECT:**            2005 Annual Summer Break

1.    Purpose. To provide the dates for Job Corps' 2005 Summer Break.
2.    Reference. Program Instruction No. 99-18.
3.    Background. In the spring of 1999, the National Director of Job Corps convened a work group to recommend operational cost savings and efficiencies. One recommendation was to provide two annual student breaks. The annual breaks allow 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.
4.    2005 Summer Break. The 2005 Summer Break will be 18 consecutive days, including 11 training days, the Fourth of July holiday and three weekends. This year's Summer Break will **begin Thursday, June 30, 2005**, (normal classes will end on Wednesday, June 29, 2005 and will continue through Sunday, July 17, 2005 (**normal classes resuming on Monday, July 18, 2005**).

A double pay will be available to students for the pay periods ending June 10, 2005 and June 24, 2005. Funds for these pay periods will be available for disbursement to all students on June 17, 2005. Funds for the pay period ending July 8, 2005 will be available at Job Corps center banks on July 15, 2005. Job Corps centers may disburse funds closer to the break date if they prefer.

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

6. Expiration Date. July 18, 2005.

7. Inquiries. Inquiries should be directed to Maria Temiquel at (202) 693-3118, or emailed to [temiquel.maria@dol.gov](mailto:temiquel.maria@dol.gov).