

September 23, 2005

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 05-04
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TO: ALL JOB CORPS NATIONAL OFFICE 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 Winter Break

1. Purpose. To provide the dates for the 2005 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 2005 Winter Break will include the Christmas and New Year's holiday, and three weekends. This year's Winter Break will **begin Friday, December 16, 2005** (normal classes ending December 15, 2005) and continue through Tuesday, January 3, 2006 (**normal classes resuming on January 4, 2006.**)

A double pay will be available to students for the pay periods ending November 25, 2005 and December 9, 2005. Funds for these pay periods will be available for disbursement to all students December 2, 2005. Funds for the pay period ending December 23, 2005 will be available at center banks on December 30, 2005 and centers can pay the students when they return in January 2006.

Center Directors are to ensure this Instruction is distributed to all appropriate staff. This Instruction supersedes Information Notice 04-07.

5. Expiration Date. January 4, 2006.

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