

September 25, 2006

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 06-09
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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: ESTHER R. JOHNSON, Ed. D.
 National Director
 Office of Job Corps

SUBJECT: 2006 Annual Winter Break

1. Purpose. To provide the dates for the 2006 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 2006 Winter Break will include the Christmas and New Year's holiday, and three weekends. This year's Winter Break will **begin Friday, December 15, 2006** (normal classes ending December 14, 2006) and continue through Tuesday, January 2, 2007 (**normal classes resuming on January 3, 2007.**)

A double pay will be available to students for the pay periods ending November 24, 2006 and December 8, 2006. Funds for these pay periods will be available for disbursement to all students December 1, 2006. Funds for the pay period ending December 22, 2006 will be available at center banks on December 29, 2006, and centers can pay the students when they return in January 2007.

Center Directors are to ensure this Program Instruction is distributed to all appropriate staff.

5. Expiration Date. January 3, 2007.

6. Inquiries. Inquiries should be directed to Sandra Darden at arden.sandra@dol.gov.