

September 28, 2007

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 07-09
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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: ESTHER R. JOHNSON, Ed.D.
 National Director
 Office of Job Corps

SUBJECT: 2007 Winter Break

1. Purpose. To provide the dates for the 2007 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 2007 Winter Break will be 19 consecutive days, including 12 weekdays, the Christmas holiday, New Year's holiday and three weekends. This year's Winter Break will **begin Friday, December 14, 2007** (normal classes ending Thursday, December 13, 2007) and continue through Wednesday, January 2, 2008 (**normal classes resuming on Thursday, January 3, 2008**).

Centers should mark these days as non-training days in their center calendars in the Center Information System (CIS).

Information regarding pay procedures and pay dates for the 2007 Winter Break period will be released in a JCDC Notice when it becomes available.

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

5. Expiration Date. January 3, 2008.

6. Inquiries. Inquiries should be directed to Peni Webster at (202) 693-3878, or webster.peni@dol.gov.