

February 1, 2008

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 07-23
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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: 2008 Summer Break

1. Purpose. To provide the dates for the 2008 summer break.
2. 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 for two annual student breaks. The summer break allows 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 2008 summer break will be 19 consecutive days, including 12 weekdays, the Fourth of July holiday, and three weekends. This year's summer break will **begin Friday, June 27, 2008** (normal classes ending Thursday, June 26, 2008) and continue through Tuesday, July 15, 2008 (**normal classes resuming on Wednesday, July 16, 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 2008 summer break period will be released in a JCDC Notice when it becomes available.

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

5. Expiration Date. July 16, 2008.
6. Inquiries. Inquiries should be directed to Wendy Manning at (202) 693-3104 or manning.wendy@dol.gov.