

October 1, 2008

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 08-13
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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 Winter Break

1. Purpose. To provide the dates for Job Corps' 2008 Winter 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, Winter Break and Spring Break. The 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.
3. Reference. Program Instruction No. 99-18.
4. Action. The 2008 Winter Break will be 17 consecutive days, including 11 weekdays, the Christmas holiday, New Year's holiday, and three weekends. This year's Winter Break will **begin Friday, December 19, 2008** (normal classes ending Thursday, December 18, 2008) and continue through Sunday, January 4, 2009 (**normal classes resuming on Monday, January 5, 2009**).

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 Winter Break period will be released in a Job Corps Data Center (JCDC) Notice when it becomes available.

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

5. Expiration Date. January 6, 2009.

6. Inquiries. Inquiries should be directed to Wendy Manning at (202) 693-3104 or manning.wendy@dol.gov.