

March 30, 2009

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 08-24

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: 2009 Summer Break

1. Purpose. To provide the dates for the 2009 Summer 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 breaks allow 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 2009 Summer Break will be 18 consecutive days, including 11 weekdays, the Fourth of July holiday, and three weekends. This year's Summer Break will **begin Friday, June 26, 2009** (normal classes ending Thursday, June 25, 2009) and continue through Monday, July 13, 2009 (**normal classes resuming on Tuesday, July 14, 2009**).

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

A double pay will be available to students for the pay periods ending June 5, 2009 and June 19, 2009. Funds for these pay periods will be available for disbursement to all students on June 12, 2009. Funds for the pay period ending July 3, 2009 will be available at Job Corps center banks on July 10, 2009. Additional information regarding pay procedures and pay dates for the 2009 summer break period will be released in a JCDC Notice.

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

5. Expiration Date. July 15, 2009.

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