

July 23, 2009

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| <b>DIRECTIVE:</b> <b>JOB CORPS PROGRAM INSTRUCTION NO. 09-04</b> |
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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:**            2009 Winter Break

1.     Purpose. To provide the dates for the 2009 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 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 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 18, 2009** (normal classes ending Thursday, December 17, 2009) and continue through Sunday, January 3, 2010 (**normal classes resuming on Monday, January 4, 2010**).

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 2009 Winter Break period will be released in a JCDC Notice when it becomes available.

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

5. Expiration Date. January 5, 2010.

6. Inquiries. Inquiries should be directed to Linda Marshall at (202) 693-3106 or [marshall.linda@dol.gov](mailto:marshall.linda@dol.gov).