

February 26, 2010

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 09-37
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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: LYNN A. INTREPIDI
 National Director
 Office of Job Corps

SUBJECT: 2010 Summer Break and 2010-11 Winter Break

1. Purpose. To provide the dates for the 2010 Summer Break and the 2010-11 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 99-18.
4. Action. The 2010 Summer Break will be 17 consecutive days, including 10 weekdays, the Fourth of July holiday, and three weekends. This year's Summer Break will **begin Friday, July 2, 2010** (normal classes ending Thursday, July 1, 2010) and continue through **Sunday, July 18, 2010** (normal classes resuming on Monday, July 19, 2010).

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 18, 2010 and July 2, 2010. Funds for these pay periods will be available for disbursement to all students on June 25, 2010. Funds for the pay period ending July 16, 2010 will be available at Job Corps center banks on July 23, 2010. Additional information regarding pay procedures and pay dates for the 2010 Summer Break period will be released in a JCDC Notice.

The 2010-11 Winter Break will be 17 consecutive days, including 9 weekdays, the Christmas and New Year's holidays, and three weekends. This year's Winter Break will **begin Friday, December 17, 2010** (normal classes ending Thursday, December 16, 2010) and continue through **Sunday, January 2, 2011** (normal classes resuming on Monday, January 3, 2011).

Centers should mark these days as non-training days in their center calendars in CIS.

A double pay will be available to students for the pay periods ending December 3, 2010 and December 17, 2010. Funds for these pay periods will be available for disbursement to all students on December 10, 2010. Funds for the pay period ending December 31, 2010 will be available at Job Corps center banks on January 7, 2011. Additional information regarding pay procedures and pay dates for the 2010 Winter 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. January 4, 2011.

6. Inquiries. Inquiries should be directed to Dennis Johnson at (202) 693-2876 or johnson.dennis@dol.gov.