

September 28, 2010

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 10-14
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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: EDNA PRIMROSE
 National Director
 Office of Job Corps

SUBJECT: Revised Dates for the 2010-2011 Winter Break

1. Purpose. To provide a revision to the dates for the 2010-2011 Winter Break, which will be extended one day, to January 3, 2011.
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. Program Instruction Notice 09-37 stated that the final day of Winter Break was Sunday, January 2, 2011, with classes resuming on Monday, January 3, 2011. This notice revises this schedule to extend the break by one additional day, Monday, January 3, 2011, with classes resuming Tuesday, January 4, 2011.

The 2010-11 Winter Break will be 18 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 **Monday, January 3, 2011** (normal classes resuming on Tuesday, January 4, 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.

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

5. Expiration Date. January 5, 2011.

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