

March 30, 2011

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 10-38
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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: 2011 Summer Break and 2011-12 Winter Break

1. Purpose. To provide the dates for the 2011 Summer Break and the 2011-12 Winter Break.
2. Background. In the spring of 1999, the National Director convened a workgroup 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.
 - a. Summer Break.

The 2011 Summer Break will be 19 consecutive days, including 12 weekdays, the Fourth of July holiday, and three weekends. This year's Summer Break will begin Thursday, June 30, 2011 (normal classes ending Wednesday, June 29, 2011) and continue through Monday, July 18, 2011 (normal classes resuming on Tuesday, July 19, 2011).

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 17, 2011 and July 1, 2011. Funds for these pay periods will be available for

disbursement to all students on June 24, 2011. Funds for the pay period ending July 15, 2011 will be available at Job Corps center banks on July 22, 2011. Additional information regarding pay procedures and pay dates for the 2011 Summer Break period will be released in a Job Corps Data Center (JCDC) Notice.

b. Winter Break

The 2011-12 Winter Break will be 19 consecutive days, including 11 weekdays, the Christmas and New Year's holidays, and three weekends. This year's Winter Break will begin Friday, December 16, 2011 (normal classes ending Thursday, December 15, 2011) and continue through Tuesday, January 3, 2012 (normal classes resuming on Wednesday, January 4, 2012).

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 2, 2011 and December 16, 2011. Funds for these pay periods will be available for disbursement to all students on December 9, 2011. Funds for the pay period ending December 30, 2011 will be available at Job Corps center banks on January 6, 2012. Additional information regarding pay procedures and pay dates for the 2011 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 5, 2012.

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