

March 5, 2012

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 11-22
--

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: 2012 Summer Break and 2012-13 Winter Break

1. Purpose. To provide the dates for the 2012 Summer Break and the 2012-13 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 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 2012 Summer Break will be 19 consecutive days, including 13 weekdays, the Fourth of July holiday, and 3 weekends. This year's Summer Break will begin Thursday, June 28, 2012 (normal classes ending Wednesday, June 27, 2012) and continue through Monday, July 16, 2012 (normal classes resuming on Tuesday, July 17, 2012).

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 15, 2012, and June 29, 2012. Funds for these pay periods will be available for disbursement to all students on June 22, 2012. Funds for the pay period ending July 13, 2012, will be available at Job Corps center banks on July 20, 2012. Additional information regarding pay procedures and pay dates for the 2012 Summer Break period will be released in a Job Corps Data Center (JCDC) Notice.

The 2012-13 Winter Break will be 21 consecutive days, including 15 weekdays, the Christmas and New Year's holidays, and 3 weekends. This year's Winter Break will begin Friday, December 14, 2012, (normal classes ending Thursday, December 13, 2012) and continue through Thursday, January 3, 2013 (normal classes resuming on Friday, January 4, 2013).

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 November 30, 2012, and December 14, 2012. Funds for these pay periods will be available for disbursement to all students on December 7, 2012. Funds for the pay period ending December 28, 2012, will be available at Job Corps center banks on January 4, 2013. Additional information regarding pay procedures and pay dates for the 2012 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 7, 2013.

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