

March 14, 2012

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 11-23
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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** 2012-13 Winter Break Schedule

1. Purpose. To provide the revised dates for 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 2012-13 Winter Break will be 18 consecutive days, including 12 weekdays, the Christmas and New Year's holidays, and 3 weekends. This year's Winter Break will begin Friday, December 21, 2012, (normal classes ending Thursday, December 20, 2012), and continue through Monday, January 7, 2013 (normal classes resuming on Tuesday, January 8, 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 8, 2013.

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