

June 4, 2012

<b>DIRECTIVE:</b>	<b>JOB CORPS PROGRAM INSTRUCTION NO. 11-30</b>
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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 Summer Break Schedule

1. Purpose. To provide the revised dates for the 2012 Summer 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 22 consecutive days, including 16 weekdays, the Fourth of July holiday, and 3 weekends. This year's summer break will begin Monday, July 2, 2012 (normal classes ending Friday, June 29, 2012) through Monday, July 23, 2012 (normal classes resuming on Tuesday, July 24, 2012).

Centers should mark these days as non-training days in their center calendars in the Center Information System (CIS).

Funds for the for the pay period ending June 15, 2012 will be available for disbursement to all students on June 22, 2012. Funds for the pay periods ending June 29, 2012, and 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.

5. Expiration Date. Until superseded.
6. Inquiries. Inquiries should be directed to Linda Marshall at (202) 693-3106 or [marshall.linda@dol.gov](mailto:marshall.linda@dol.gov).