

October 1, 2013

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 13-10
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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: GRACE A. KILBANE
 National Director
 Office of Job Corps

SUBJECT: 2013 Winter Break Schedule

1. Purpose. To provide the dates for the 2013 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 assign 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 2013 Winter Break is 18 consecutive days, including 12 weekdays, the Christmas and New Year holidays, and 3 weekends. This year's Winter Break will begin Friday, December 20, 2013, (normal classes ending Thursday, December 19, 2013), and continue through Monday, January 6, 2014, (normal classes resuming Tuesday, January 7, 2014).

Centers should mark these days as non-training days in the Center Information System.

A double pay will be available to students for the pay periods ending November 29, 2013, and December 13, 2013. Funds for these pay periods will be available for disbursement to all students December 6, 2013. Funds for the pay period ending December 27, 2013, will be available at Job Corps center banks January 3, 2014. Additional information regarding pay procedures and pay dates for the 2013 Winter Break period will be released in a forthcoming notice.

Addressees are to ensure this Program Instruction notice is distributed to all appropriate staff.

5. Expiration Date. January 7, 2014.

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