

March 21, 2014

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 13-31
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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: 2014 Summer Break and 2014-15 Winter Break

1. Purpose. To provide the dates for the 2014 Summer Break and the 2014-15 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 Notice 11-22.
4. Action. The 2014 Summer Break will be 18 consecutive days, including 12 weekdays, the Fourth of July holiday, and 3 weekends. This year's Summer Break will begin Friday, June 27, 2014, (normal classes end Thursday, June 26, 2014), and continue through Monday, July 14, 2014, (normal classes resume Tuesday, July 15, 2014). Summer break days are unpaid leave.

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

A double pay will be available to students for the pay periods ending June 13, 2014, and June 27, 2014. Funds for these pay periods will be available for disbursement to all students June 20, 2014, while students are still on center. Funds for the pay period ending July 11, 2014, which will consist of only uncollected pay, will be available at Job Corps center banks July 18, 2014. Funds for the pay period ending July 25, 2014, which will consist of 11 paid days, will be available at Job Corps center banks August 1, 2014.

The 2014-15 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 Thursday, December 18, 2014, (normal classes end Wednesday, December 17, 2014), and continue through Wednesday, January 7, 2015, (normal classes resume Thursday, January 8, 2015). Winter break days are unpaid leave.

Centers should mark these days as non-training days in their CIS calendars.

A double pay will be available to students for the pay periods ending November 28, 2014, and December 12, 2014. Funds for these pay periods will be available for disbursement to all students December 5, 2014, while students are still on center. Funds for the pay period ending December 26, 2014, which will consist of 5 paid days, will be available at Job Corps center banks January 2, 2015. Funds for the pay period ending January 9, 2015, which will consist of 2 paid days, will be available at Job Corps center banks January 16, 2015.

Center Directors are to ensure this Program Instruction Notice is distributed to all appropriate staff.

5. Expiration Date. January 9, 2015.
6. Inquiries. Inquiries should be directed to Linda Marshall at (202) 693-3106 or marshall.linda@dol.gov.

Attachments

- A – Summer Break calendar
- B – Winter Break calendar