

October 4, 2016

<b>DIRECTIVE:</b>	<b>JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 16-16</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:** LENITA JACOBS-SIMMONS  
National Director  
Office of Job Corps

**SUBJECT:** 2016-2017 Winter Break

1. Purpose. To provide the dates for the 2016 – 2017 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. This year, however, there is only Winter – not Summer – break.
3. Reference. Program Instruction Notice No. 13-31.
4. Action. The 2016-17 Winter Break will be 21 consecutive days, including 15 weekdays, the Christmas and New Year’s holidays, and three weekends. This year’s Winter Break will begin Thursday, December 15, 2016, (normal classes end Wednesday, December 14, 2016), and continue through Wednesday, January 4, 2017, (normal classes resume Thursday, January 5, 2017). Winter break days are unpaid leave.

Centers should mark these days as non-training days in their Center Information System calendars. A double pay will be available to students for the pay periods ending November 25, 2016, and December 9, 2016. Funds for these pay periods will be available for disbursement to all students December 2, 2016, while students are still on center. Funds for the pay period ending December 23, 2016, which will consist of 5 paid days, will be available at Job Corps center banks December 30, 2016. Funds for the pay period ending January 6, 2017, which will consist of 2 paid days, will be available at Job Corps center banks January 13, 2017.

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

5. Effective Date. Immediately.
6. Expiration Date. January 9, 2017.
7. Inquiries. Inquiries should be directed to Linda Marshall at (202) 693-3106 or [marshall.linda@dol.gov](mailto:marshall.linda@dol.gov).