

October 16, 2017

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 17-09
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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
ALL CENTER USERS

FROM: LENITA JACOBS-SIMMONS
National Director
Office of Job Corps

SUBJECT: Winter Break 2017-2018

1. Purpose. To provide the dates for the Winter Break 2017-2018.
2. Background. Job Corps' winter break, which is aligned with standard college and university schedules, allows students to be home for the holiday season. Centers should use this time for staff training and professional development, physical plant and equipment maintenance, and strategic planning.
3. Action. The Winter Break 2017-2018 will be 19 consecutive days including 11 weekdays, the Christmas and New Year's holidays, and 3 weekends. The last training day of 2017 will be Thursday, December 14, 2017, with students beginning their travel to their homes of record no sooner than Friday, December 15, 2017. Students should return to their centers Tuesday, January 2, 2018, and classes resume Wednesday, January 3, 2018.

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 24, 2017, and December 8, 2017. Funds for these pay periods will be available for disbursement to all students December 1, 2017, while students are still on center. Funds for pay period ending December 22, 2017, which will consist of 6 paid days, will be available at Job Corps center banks December 29, 2017. Funds for the pay period ending January 5, 2018, which will consist of 3 paid days, will be available at Job Corps center banks January 12, 2018.

As always, if students wish to return early from Winter Break or not return home at all, centers will accommodate those students' wishes.

Centers with students enrolled in college will submit alternative break schedules to their Contract Officer's Representative for approval.

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

4. Expiration Date. January 3, 2018.

5. Inquiries. Inquiries should be directed to Stephanie Fichter at (202) 693-3732 or fichter.stephanie.a@dol.gov.