



OCT 30 2018

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 18- 2

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

A handwritten signature in black ink, appearing to read "Lenita Jacobs-Simmons".

SUBJECT: Winter Break 2018-2019

1. Purpose. To provide the dates for the Winter Break 2018-2019.
2. Background. Job Corps' Winter Break, which aligns with college and university schedules, allows students to spend the holiday season at home. Centers should use this time for staff training and professional development, physical plant and equipment maintenance, and strategic planning.
3. Action. The Winter Break 2018-2019 is 19 consecutive days, including 11 weekdays, the Christmas and New Year's holidays, and 3 weekends. The last training day of 2018 is Wednesday, December 19, 2018. Students should not begin travel to their homes before Thursday, December 20, 2018. Students should return to their centers Monday, January 7, 2019, and classes resume Tuesday, January 8, 2019.

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 23, 2018, and December 7, 2018. Funds for these pay periods will be available for disbursement to all students November 30, 2018, while students are still on center. Funds for pay period ending December 21, 2018, which will consist of 12 paid days, will be available at Job Corps center banks December 28, 2018. Any funds for the pay period ending January 4, 2019, which will consist of no paid days, will be available at Job Corps center banks January 11, 2019.

As always, if students choose to return early from Winter Break or do not go home at all, centers will accommodate those needs.

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

All appropriate staff must receive this Program Instruction Notice.

4. Expiration Date. January 8, 2019
5. Inquiries. Stephanie Fichter at (202) 693-3732 or fichter.stephanie.a@dol.gov.