



October 11, 2019

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 19-01
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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: ^{FOR} DEBRA A. CARR 
Acting National Director
Office of Job Corps

SUBJECT: Winter Break 2019-2020

1. Purpose. To provide the dates for the Winter Break 2019-2020.
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 2019-2020 winter break will be 19 consecutive days and includes 11 weekdays, the Christmas and New Year's holidays, and six weekend days. The last training day of 2019 will be Wednesday, December 18, 2019, with students beginning their travel to their homes of record no sooner than 4:00 pm that day. Students should travel back to their centers Monday, January 6, 2020, and classes resume Tuesday, January 7, 2020.

Centers should mark these days as non-training days in their Center Information System calendars. Pay will be available to students for the pay periods ending November 22, 2019, and December 6, 2019. Funds for these pay periods will be available for disbursement to all students December 13, 2019, while students are still at their center. Funds for pay period ending December 20, 2019, which will consist of twelve paid days, will be available at Job Corps center banks December 27, 2019. Consistent with Job Corps' Policy and Requirements Handbook, Exhibit 6-2, *Student Allowance and Allotment System*, winter break leave days are unpaid days.

Centers must accommodate students who wish to remain at the center during winter break or return early from break. Any student remaining at the center during the winter break is

in unpaid administrative leave status. Centers with students enrolled in college must submit alternative break schedules to their Contract Officer's Representative for approval by December 1, 2019.

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

4. Expiration Date. January 8, 2020.

5. Inquiries. Inquiries should be directed to the appropriate Job Corps Regional Director. A list of Regional Directors and their contact information is available at https://www.doleta.gov/job_corps/ under the "Directory" tab.