



October 5, 2023

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 23-03

TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL FOREST SERVICE JOB CORPS CENTERS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS
ALL CENTER USERS

FROM: **RACHEL TORRES**
National Director
Office of Job Corps

Rachel Torres
Digitally signed by Rachel Torres
Date: 2023.10.05 08:15:23 -04'00'

SUBJECT: Thanksgiving and Winter Break 2023-2024

1. **Purpose.** To provide guidance on student travel for the upcoming Thanksgiving holiday and to provide the dates for Winter Break 2023-2024.
2. **Background.** Job Corps' Thanksgiving holiday and Winter Break, which are aligned with standard college and university schedules, allow 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.**

Thanksgiving

Students may return home for Thanksgiving, although Job Corps will not provide for transportation for the holiday. The day after Thanksgiving, November 24, 2023, will be a student non-training day. Centers must accommodate students who wish to remain at the center during Thanksgiving. Students must travel back to their centers no later than Sunday, November 26, 2023.

Winter Break

The 2023-2024 Winter Break window will be 20 consecutive days, including 12 weekdays, December 25, New Year's Day, and six weekend days. The last training day of 2023 will be Wednesday, December 13, 2023, and students may begin their travel to their homes of record no sooner than 4:00 pm on that day. Consistent with Job Corps' Policy and Requirements Handbook, Exhibit 6-3¹, Student Transportation, costs for travel to the student's home and return to center is paid by Job Corps.

¹<https://prh.jobcorps.gov/Exhibits/Exhibit%206-3%20Student%20Transportation.pdf>

Students may take two weeks of leave between December 14, 2023 and January 2, 2024, and must travel back to their centers no later than Tuesday, January 2, 2024, as classes resume on Wednesday, January 3, 2024. Centers should mark these days as non-training days in their Center Information System calendars. Consistent with Job Corps' Policy and Requirements Handbook, Exhibit 6-1², Duty/Pay/Leave Status Chart, winter break leave days are unpaid days.

Student Pay

Pay will be available to students for the pay periods ending December 2, 2023, and December 16, 2023. Funds for these pay periods will be available for disbursement to all students by December 9, 2023, while students are still at their center. Consistent with Job Corps' Policy and Requirements Handbook, Exhibit 6-2³, 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 Contracting Officer's Representative for approval by December 1, 2023.

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

4. Expiration Date. January 3, 2024.
5. Inquiries. Inquiries should be directed to the appropriate [Job Corps Regional Director](#).

² <https://prh.jobcorps.gov/Exhibits/Exhibit%206-1%20Duty-Pay-Leave%20Status%20Chart.pdf>

³ <https://prh.jobcorps.gov/Exhibits/Exhibit%206-2%20Student%20Allowance%20ad%20Allotment%20System.pdf>