



DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 24-04

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: JOHN E. HALL
 Administrator
 Office of Job Corps

SUBJECT: Thanksgiving and Winter Break 2024-2025

1. Purpose. To provide guidance on the Thanksgiving holiday, Winter Break dates for 2024-2025, and the appropriate timing for follow-up drug tests for students in the drug intervention period during Winter Break.
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.

Students who test positive for drugs on entry are required to receive a follow-up drug test between their 37th and 40th day on center. The number of days between the student's entry to Job Corps and the follow-up drug test is referred to as the "intervention count." The intervention count pauses for Winter Break per Job Corps' Policy and Requirements Handbook (PRH) Chapter 2, section 2.3, R5(g3(b)).
3. Action. Center operators must follow the below guidance:

Thanksgiving

- Students may return home for Thanksgiving, although Job Corps will not provide for transportation for the holiday.
- The day after Thanksgiving, November 28, 2024, 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, December 1, 2024.



Winter Break

- The 2024-2025 Winter Break window will be 20 consecutive days, including 10 weekdays, December 25, New Year's Day, and six weekend days.
- The last training day of 2024 will be Wednesday, December 18, 2024, and students may begin their travel to their homes of record no sooner than 4:00 pm on that day.
- Consistent with PRH Exhibit 6-3¹, Student Transportation, costs for travel to the student's home and return to center is paid by Job Corps.
- Students may take two weeks of leave between December 19, 2024, and January 3, 2025, and must travel back to their centers no later than Sunday, January 5, 2025, as classes resume on Monday, January 6, 2025.
- Centers should mark these days as non-training days in their Center Information System calendars. Consistent with PRH Exhibit 6-1², Duty/Pay/Leave Status Chart, winter break leave days are unpaid days.
- Centers shall suspend the intervention count for all applicable students during Job Corps Winter Break. The intervention count will be suspended on the first non-training day for the Federal holiday and will resume on the first training day following the holiday.
- 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, 2024.
- Center Directors must ensure this Program Instruction Notice is distributed to all appropriate staff.

4. Expiration Date. January 3, 2025.

5. Inquiries. Inquiries should be directed to the appropriate [Job Corps Regional Director](#).

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

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