



Poudre School District

Classified Employee Workdays 2023-2024

Paid Holidays for Classified Employees

All Classified employees receive Thanksgiving Day, Christmas Day, and Juneteenth as paid holidays, if the holidays fall within their scheduled assignment dates.

Adjusting Assignment Dates

Start and end dates for classified assignments must be submitted to Payroll according to the chart below. Additional days or hours worked above the contract length should be submitted to Payroll on an Hourly Timecard or Comp Time Authorization form.

Number of Contract Days	Contract Start Date	Contract End Date
177 days Student Contact Days	August 17, 2023	May 30, 2024
185 days Standard Classified Calendar	August 16, 2023	May 30, 2024
186 days Integrated Services Paras, Early Childhood Paras and Early Childhood IS Paras Only	August 15, 2023	May 30, 2024
190 days	August 10, 2023	May 30, 2024
195 days	August 3, 2023	May 30, 2024
200 days	July 28, 2023	May 31, 2024
205 days	July 24, 2023	June 3, 2024
210 days	July 17, 2023	June 3, 2024
215 days	July 17, 2023	June 10, 2024
220 days	July 17, 2023	June 17, 2024
225 days	July 17, 2023	June 24, 2024
230 days	July 14, 2023	June 28, 2024
260 days	August 1, 2023	July 31, 2024

Child Nutrition

Number of Contract Days	Contract Start Date	Contract End Date
178 days Elementary Child Nutrition	August 16, 2023	May 30, 2024
180 days Middle & High School Child Nutrition	August 15, 2023	May 30, 2024
209 days Child Nutrition Warehouse	July 31, 2023	June 6, 2024
225 days Child Nutrition Trainer	August 9, 2023	July 26, 2024

Early Childhood

Number of Contract Days	Contract Start Date	Contract End Date
186 days EC & ECIS Paras	August 15, 2023	May 30, 2024
151 days EC & ECIS Paras (hired after school starts)	August 16, 2023	May 30, 2024

Transportation

Number of Contract Days	Contract Start Date	Contract End Date
182 days Bus Operators & Paras	August 11, 2023	May 30, 2024
185 days Lead Bus Operators & Dispatchers	August 8, 2023	May 30, 2024
215 days Bus Operator Trainers	July 6, 2023	May 30, 2024
215 days Schedulers	July 17, 2023	June 10, 2024
230 days Supervisors	July 17, 2023	July 1, 2024
260 days Transportation 260 Positions	August 1, 2023	July 31, 2024

Specific Workdays (for school-based classified employees working 185+ days)

The following chart details specific workdays for school-based classified employees (based on a 185-day calendar) and answers many of the commonly asked questions about these days. If unclear about a certain calendar's workdays, please reference the specific calendar on the PSD website <https://www.psdschools.org/careers/working-at-psd/staff-calendars>

Date	Schools in Session?	Reason	Workday for 185+ School-Based Employees?	Additional Comments
Wednesday 8/16/23	Elementary: No Middle School: Yes-6 th only High School: Yes-9 th only	Middle & high school transition day	Yes	6 th & 9 th grade transition day
Thursday 8/17/23	Elementary: Yes Middle School: Yes High School: Yes	First day of school all levels	Yes	All schools in session
Friday 9/22/23	Elementary: No Middle School: No High School: No	K-12 No students	Yes	All schools not in session
Thursday 10/19/23	Elementary: No Middle School: Yes High School: Yes	K-5 No students	Yes	Middle & high schools in session
Friday 10/20/23	Elementary: No Middle School: No High School: No	K-12 No students	Yes	All schools not in session
Friday 11/10/23	Elementary: No Middle School: No High School: No	K-12 No students	No	Not a scheduled workday
Monday 1/8/24	Elementary: No Middle School: No High School: No	K-12 No students	Yes	All schools not in session
Tuesday 1/9/24	Elementary: Yes Middle School: Yes High School: Yes	First day of 2 nd semester	Yes	All schools in session
Monday 1/15/24	Elementary: No Middle School: No High School: No	Martin Luther King Jr. Day	No	All schools not in session
Monday 2/19/24	Elementary: No Middle School: No High School: No	K-12 No students	Yes	All schools not in session
Friday 4/19/24	Elementary: No Middle School: No High School: No	K-12 No students	Yes	All schools not in session
Friday 5/24/24	Elementary: No Middle School: No High School: No	K-12 No students	Yes	All schools not in session
Monday 5/27/24	Elementary: No Middle School: No High School: No	Memorial Day	No	All schools not in session
Friday 5/30/24	Elementary: Yes Middle School: Yes High School: Yes	Last day of school Half-day for students	Yes	All employees work full day schedule

