



Poudre School District

Classified Employee Workdays 2019-2020

Paid Holidays for Classified Employees

All Classified employees receive Thanksgiving Day and Christmas Day as paid holidays as long as 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 above chart. Integrated Services Paras are scheduled to start one day prior to classified 185-day employees due to additional training requirements. With the exception of August 16, by mutual agreement between the employee and the supervisor, the dates may be adjusted at the site in exchange for other hours worked. 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
175 days Elementary Child Nutrition	August 20, 2019	May 28, 2020
178 days Middle School Child Nutrition	August 19, 2019	May 28, 2020
181 days High School Child Nutrition	August 19, 2019	May 28, 2020
209 days Child Nutrition Warehouse	August 15, 2019	June 05, 2020
175 Days Elementary Student Contact Days	August 20, 2019	May 28, 2020
185 days Standard Classified Calendar	August 19, 2019	May 28, 2020
186 days Special Ed Paras Only	August 16, 2019	May 28, 2020
190 days	August 13, 2019	May 29, 2020
195 days	August 06, 2019	May 29, 2020
200 days	July 30, 2019	May 29, 2020
205 days	July 30, 2019	June 05, 2020
210 days	July 23, 2019	June 05, 2020
215 days	July 23, 2019	June 12, 2020
220 days	July 23, 2019	June 19, 2020
225 days	July 16, 2019	June 19, 2020
230 days	July 16, 2019	June 26, 2020
260 days	August 01, 2019	July 31, 2020

Transportation

Number of Contract Days	Contract Start Date	Contract End Date
182 days Transportation Paraprofessionals	August 14, 2019	May 28, 2020
182 days Bus Operators	August 14, 2019	May 28, 2020
185 days Lead Bus Operators	August 13, 2019	May 28, 2020
185 days Dispatcher	August 13, 2019	May 28, 2020
195 days Bus Route Planner	August 01, 2019	May 28, 2020
215 days Bus Operator Trainer	July 08, 2019	May 29, 2020
215 days Transportation Supervisor	July 22, 2019	June 12, 2020
260 days Transportation 260 Positions	August 01, 2019	July 31, 2020

Specific Workdays

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.

Date	Schools in Session?	Reason	Work Day for School-Based Employees?	Additional Comments
Monday 8/19/19	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
Tuesday 8/20/19	Elementary: Yes Middle School: Yes High School: Yes	First day of school all levels	Yes	All schools in session
Friday 9/20/19	Elementary: No Middle School: No High School: Yes	K-8 No students	Yes	High schools in session
Thursday 10/17/19	Elementary: No Middle School: Yes High School: Yes	K-5 No students	Yes	Middle & high schools in session
Friday 10/18/19	Elementary: No Middle School: No High School: No	K-12 No students	Yes	Classified staff professional development
Monday 11/11/19	Elementary: No Middle School: No High School: Yes	K-8 No students	Yes	High schools in session
Monday 1/6/20	Elementary: No Middle School: No High School: No	K-12 No students	Yes	All schools not in session
Tuesday 1/7/20	Elementary: Yes Middle School: Yes High School: Yes	First day of 2 nd semester	Yes	All schools in session

Monday 1/20/20	Elementary: No Middle School: No High School: No	Martin Luther King Jr. Day	No	Not a scheduled work day
Monday 2/17/20	Elementary: No Middle School: No High School: No	K-12 No students	Yes	All schools not in session
Monday 3/2/20	Elementary: No Middle School: No High School: Yes	K-8 No students	Yes	High schools in session
Friday 4/10/20	Elementary: No Middle School: No High School: No	K-12 No students	Yes	Classified staff professional development
Friday 5/15/20	Elementary: No Middle School: Yes High School: Yes	K-5 No students	Yes	Middle & high schools in session
Thursday 5/28/20	Elementary: Yes Middle School: Yes High School: Yes	Last day of school Half-day for students	Yes	All employees work full schedule

* By mutual agreement between the employee and the supervisor, these dates may be used to adjust the employee's work schedule in exchange for other hours worked.