



Poudre School District

Classified Employee Workdays 2020-2021

Paid Holidays for Classified Employees

All Classified employees receive Thanksgiving Day and Christmas Day 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 below chart. Integrated Services Paras are scheduled to start one day prior to classified 185-day employees due to additional training requirements. Except for August 14th, 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
177 days Elementary Child Nutrition	August 17, 2020	May 26, 2021
179 days Middle & High School Child Nutrition	August 14, 2020	May 26, 2021
209 days Child Nutrition Warehouse	August 3, 2020	June 08, 2021
177 Days Elementary Student Contact Days	August 17, 2020	May 26, 2021
185 days Standard Classified Calendar	August 17, 2020	May 26, 2021
186 days Special Ed Paras Only	August 14, 2020	May 26, 2021
190 days	August 12, 2020	May 28, 2021
195 days	August 05, 2020	May 28, 2021
200 days	July 29, 2020	May 28, 2021
205 days	July 28, 2020	June 04, 2021
210 days	July 21, 2020	June 04, 2021
215 days	July 21, 2020	June 11, 2021
220 days	July 21, 2020	June 18, 2021
225 days	July 21, 2020	June 25, 2021
230 days	July 14, 2020	June 25, 2021
260 days	August 01, 2020	July 31, 2021

Transportation

Number of Contract Days	Contract Start Date	Contract End Date
Transportation 182 days Bus Operators & Paras	August 11, 2020	May 26, 2021
185 days Lead Bus Operators & Dispatcher	August 11, 2020	May 27, 2021
195 days Bus Route Planner	July 29, 2020	May 27, 2021
215 days Bus Operator Trainers	July 06, 2020	May 26, 2021
Transportation 215 days Supervisors & Scheduler	July 21, 2020	June 11, 2021

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
Friday 8/14/20	Elementary: No Middle School: Yes-6 th only High School: Yes-9 th only	Middle & high school transition day	No	6 th & 9 th grade transition day
Monday 8/17/20	Elementary: Yes Middle School: Yes High School: Yes	First day of school all levels	Yes	All schools in session
Friday 9/25/20	Elementary: No Middle School: No High School: No	K-12 No students	Yes	All schools not in session
Thursday 10/15/20	Elementary: No Middle School: Yes High School: Yes	K-5 No students	Yes	Middle & high schools in session
Friday 10/16/20	Elementary: No Middle School: No High School: No	K-12 No students	Yes	Classified staff professional development
Monday 11/9/20	Elementary: No Middle School: No High School: No	K-12 No students	Yes	All schools not in session
Monday 1/4/21	Elementary: No Middle School: No High School: No	K-12 No students	Yes	All schools not in session
Tuesday 1/5/21	Elementary: Yes Middle School: Yes High School: Yes	First day of 2 nd semester	Yes	All schools in session

Monday 1/18/21	Elementary: No Middle School: No High School: No	Martin Luther King Jr. Day	No	Not a scheduled workday
Monday 2/15/21	Elementary: No Middle School: No High School: No	K-12 No students	Yes	All schools not in session
Friday 4/16/21	Elementary: No Middle School: No High School: No	K-12 No students	Yes	Classified staff professional development
Monday 5/17/21	Elementary: No Middle School: No High School: No	K-12 No students	Yes	Middle & high schools in session
Wednesday 5/26/21	Elementary: Yes Middle School: Yes High School: Yes	Last day of school Half-day for students	Yes	All employees work full schedule