



Poudre School District

Classified Employee Workdays 2021-2022

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 12th, 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 16, 2021	May 25, 2022
178 days Middle & High School Child Nutrition	August 16, 2021	May 25, 2022
209 days Child Nutrition Warehouse	August 2, 2021	June 07, 2022
177 Days Elementary Student Contact Days	August 16, 2021	May 25, 2022
185 days Standard Classified Calendar	August 13, 2021	May 25, 2022
186 days Special Ed Paras Only	August 12, 2021	May 25, 2022
190 days	August 11, 2021	May 27, 2022
195 days	August 03, 2021	May 26, 2022
200 days	July 28, 2021	May 27, 2022
205 days	July 26, 2021	June 02, 2022
210 days	July 19, 2021	June 02, 2022
215 days	July 19, 2021	June 09, 2022
220 days	July 19, 2021	June 16, 2022
225 days	July 19, 2021	June 23, 2022
230 days	July 12, 2021	June 23, 2022
260 days	August 01, 2021	July 31, 2022

Transportation

Number of Contract Days	Contract Start Date	Contract End Date
Transportation 182 days Bus Operators & Paras	August 10, 2021	May 25, 2022
185 days Lead Bus Operators & Dispatcher	August 05, 2021	May 25, 2022
195 days Bus Route Planner	August 02, 2021	May 27, 2022
215 days Bus Operator Trainers	July 02, 2021	May 25, 2022
Transportation 215 days Supervisors & Scheduler	July 20, 2021	June 10, 2022

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 8/13/21	Elementary: No Middle School: Yes-6 th only High School: Yes-9 th only	Middle & high school transition day	No – *Yes for 185 & 186 calendar	6 th & 9 th grade transition day
Monday 08/16/21	Elementary: Yes Middle School: Yes High School: Yes	First day of school all levels	Yes	All schools in session
Friday 9/17/21	Elementary: No Middle School: No High School: No	K-12 No students	Yes	All schools not in session
Thursday 10/14/21	Elementary: No Middle School: Yes High School: Yes	K-5 No students	Yes	Middle & high schools in session
Friday 10/15/21	Elementary: No Middle School: No High School: No	K-12 No students	Yes	Classified staff professional development
Monday 11/8/21	Elementary: No Middle School: No High School: No	K-12 No students	Yes *No for 185 & 186 calendar	All schools not in session
Monday 1/3/22	Elementary: No Middle School: No High School: No	K-12 No students	Yes	All schools not in session
Tuesday 1/4/22	Elementary: Yes Middle School: Yes High School: Yes	First day of 2 nd semester	Yes	All schools in session

Monday 1/17/22	Elementary: No Middle School: No High School: No	Martin Luther King Jr. Day	No	Not a scheduled workday
Monday 2/21/22	Elementary: No Middle School: No High School: No	K-12 No students	Yes	All schools not in session
Friday 4/15/22	Elementary: No Middle School: No High School: No	K-12 No students	Yes	Classified staff professional development
Monday 5/16/22	Elementary: No Middle School: No High School: No	K-12 No students	Yes	Middle & high schools in session
Wednesday 5/25/22	Elementary: Yes Middle School: Yes High School: Yes	Last day of school Half-day for students	Yes	All employees work full schedule