



Poudre School District

Classified Employee Workdays 2022-2023

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 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 Contract Days	August 16, 2022	May 26, 2023
185 days Standard Classified Calendar	August 15, 2022	May 26, 2023
186 days Integrated Services Paras Only	August 12, 2022	May 26, 2023
190 days	August 9, 2022	May 26, 2023
195 days	August 2, 2022	May 26, 2023
200 days	July 28, 2022	May 31, 2023
205 days	July 25, 2022	June 2, 2023
210 days	July 18, 2022	June 2, 2023
215 days	July 18, 2022	June 9, 2023
220 days	July 18, 2022	June 16, 2023
225 days	July 18, 2022	June 23, 2023
230 days	July 14, 2022	June 28, 2023
260 days	August 1, 2022	July 31, 2023

Child Nutrition

Number of Contract Days	Contract Start Date	Contract End Date
178 days Elementary Child Nutrition	August 15, 2022	May 26, 2023
180 days Middle & High School Child Nutrition	August 12, 2022	May 26, 2023
209 days Child Nutrition Warehouse	August 1, 2022	June 07, 2023

Early Childhood

Number of Contract Days	Contract Start Date	Contract End Date
141 days	August 15, 2022	May 18, 2023
175 days	August 15, 2022	May 19, 2023
181 days	August 11, 2022	May 19, 2023
186 days	August 8, 2022	May 19, 2023

Transportation

Number of Contract Days	Contract Start Date	Contract End Date
182 days Bus Operators & Paras	August 10, 2022	May 26, 2023
185 days Lead Bus Operators & Dispatchers	August 5, 2022	May 26, 2023
215 days Bus Operator Trainers	July 5, 2022	May 26, 2023
215 days Schedulers	July 18, 2022	June 9, 2023
230 days Supervisors	July 18, 2022	June 30, 2023
260 days Transportation 260 Positions	August 1, 2022	July 31, 2023

Specific Workdays (based on the 185-day calendar)

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 School-Based Employees?	Additional Comments
Monday 8/15/22	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 8/16/22	Elementary: Yes Middle School: Yes High School: Yes	First day of school all levels	Yes	All schools in session
Friday 9/16/22	Elementary: No Middle School: No High School: No	K-12 No students	Yes	All schools not in session
Thursday 10/13/22	Elementary: No Middle School: Yes High School: Yes	K-5 No students	Yes	Middle & high schools in session
Friday 10/14/22	Elementary: No Middle School: No High School: No	K-12 No students	Yes	Classified staff professional development
Friday 11/11/22	Elementary: No Middle School: No High School: No	K-12 No students	No	All schools not in session
Wednesday 1/4/23	Elementary: No Middle School: No High School: No	K-12 No students	Yes	All schools not in session
Thursday 1/5/23	Elementary: Yes Middle School: Yes High School: Yes	First day of 2 nd semester	Yes	All schools in session
Monday 1/16/23	Elementary: No Middle School: No High School: No	Martin Luther King Jr. Day	No	Not a scheduled workday
Monday 2/20/23	Elementary: No Middle School: No High School: No	K-12 No students	Yes	All schools not in session
Friday 4/21/23	Elementary: No Middle School: No High School: No	K-12 No students	Yes	Classified staff professional development
Monday 5/15/23	Elementary: No Middle School: No High School: No	K-12 No students	Yes	Middle & high schools in session
Friday 5/26/23	Elementary: Yes Middle School: Yes High School: Yes	Last day of school Half-day for students	Yes	All employees work full day schedule