



# Poudre School District

## Classified Employee Workdays 2024-2025

### 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 15, 2024	May 29, 2025
185 days Standard Classified Calendar	August 14, 2024	May 29, 2025
186 days Integrated Services Paras, Early Childhood Paras and Early Childhood IS Paras Only	August 13, 2024	May 29, 2025
190 days	August 8, 2024	May 29, 2025
195 days	August 1, 2024	May 29, 2025
200 days	July 26, 2024	May 30, 2025
205 days	July 29, 2024	June 9, 2025
210 days	July 22, 2024	June 9, 2025
215 days	July 22, 2024	June 16, 2025
220 days	July 22, 2024	June 23, 2025
225 days	July 22, 2024	June 30, 2025
230 days	July 15, 2024	June 30, 2025
260 days	August 1, 2024	July 31, 2025

### Child Nutrition

Number of Contract Days	Contract Start Date	Contract End Date
178 days Elementary Child Nutrition	August 14, 2024	May 29, 2025
180 days Middle & High School Child Nutrition	August 13, 2024	May 28, 2025
209 days Child Nutrition Warehouse	July 29, 2024	June 5, 2025
225 days Child Nutrition Team Trainer	August 7, 2024	July 25, 2025

### Early Childhood

Number of Contract Days	Contract Start Date	Contract End Date
188 days EC & ECIS Paras	August 8, 2024	May 29, 2025
151 days EC & ECIS Paras (hired after school starts)	August 13, 2024	May 29, 2025

### Transportation

Number of Contract Days	Contract Start Date	Contract End Date
182 days Bus Operators & Paras	August 12, 2024	May 29, 2025
185 days Lead Bus Operators & Dispatchers	August 7, 2024	May 29, 2025
215 days Bus Operator Trainers	July 8, 2024	May 30, 2025
215 days Schedulers	July 15, 2024	June 6, 2025
230 days Supervisors	July 9, 2024	June 24, 2025
260 days Transportation 260 Positions	August 1, 2024	July 31, 2025

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 8/14/24	Elementary: No Middle School: Yes-6 <sup>th</sup> only High School: Yes-9 <sup>th</sup> only	Middle & high school transition day	Yes	6 <sup>th</sup> & 9 <sup>th</sup> grade transition day
Thursday 8/15/24	Elementary: Yes Middle School: Yes High School: Yes	First day of school all levels	Yes	All schools in session
Monday 9/23/24	Elementary: No Middle School: No High School: No	K-12 No students	Yes	All schools not in session
Thursday 10/17/24	Elementary: No Middle School: Yes High School: Yes	K-5 No students	Yes	Middle & high schools in session
Friday 10/18/24	Elementary: No Middle School: No High School: No	K-12 No students	Yes	All schools not in session
Monday 11/11/24	Elementary: No Middle School: No High School: No	K-12 No students	No	Not a scheduled workday
Monday 1/6/25	Elementary: No Middle School: No High School: No	K-12 No students	Yes	All schools not in session
Tuesday 1/7/25	Elementary: Yes Middle School: Yes High School: Yes	First day of 2 <sup>nd</sup> semester	Yes	All schools in session
Monday 2/17/25	Elementary: No Middle School: No High School: No	K-12 No students	Yes	All schools not in session
Friday 4/18/25	Elementary: No Middle School: No High School: No	K-12 No students	Yes	All schools not in session
Friday 5/16/25	Elementary: No Middle School: No High School: No	K-12 No students	Yes	All schools not in session
Thursday 5/29/25	Elementary: Yes Middle School: Yes High School: Yes	Last day of school Half-day for students	Yes	All employees work full day schedule