



2018-2019 Poudre School District Variance Days

A Variance Day indicates a projected high substitute use day when the district may not be able to provide sub coverage for every classroom. The Variance Days listing is based on the number of licensed staff who are expected to attend very large trainings and conferences that will occur both within and outside PSD. **The district requests that licensed staff avoid using Paid Time Off (PTO) on these projected high sub use days.** Also, by Employee Agreement, the days immediately preceding or following school holiday periods are not intended for PTO leave. If an absence is essential on a Variance Day, a Variance Request Form must be completed and submitted to the building principal.

Variance Days are subject to change based on projected high substitute use days as determined by the Executive Director of Human Resources and/or based on total expected absences for the site or district.

DATE	REASON/TRAINING
Friday, August 31, 2018	Labor Day (Holiday Policy)
Tuesday, September 4, 2018	Labor Day (Holiday Policy)
Monday, September 10, 2018	PSD Professional Development Training *
Tuesday, September 25, 2018	PSD Professional Development Training *
Thursday, September 27, 2018	PSD Professional Development Training *
Monday, October 22, 2018	CAGT Conference (GT)
Tuesday, October 23, 2018	CAGT Conference (GT)
Friday, November 2, 2018	PSD Professional Development Training *
Tuesday, November 20, 2018	Thanksgiving Recess (Holiday Policy)
Monday, November 26, 2018	Thanksgiving Recess (Holiday Policy)
Thursday, December 20, 2018	Winter Break (Holiday Policy)
Friday, January 18, 2019	Martin Luther King Day (Holiday Policy)
Tuesday, January 22, 2019	Martin Luther King Day (Holiday Policy)
Friday, January 25, 2019	CMEA Music Conference & PSD Training
Thursday, February 7, 2019	CCIRA Literacy Conference
Friday, February 8, 2019	CCIRA Literacy Conference
Friday, March 15, 2019	Spring Break (Holiday Policy)
Monday, March 25, 2019	Spring Break (Holiday Policy)
Friday, May 24, 2019	Memorial (Holiday Policy)
Tuesday, May 28, 2019	Memorial (Holiday Policy)

*Designated as a variance day in order to ensure sub coverage for the staff attending PSD classes that day. Staff requesting an absence not related to the PSD classes should follow variance day processes. Staff attending PSD classes do not need to follow variance day processes.