

KENMORE-TOWN OF TONAWANDA UNION FREE SCHOOL DISTRICT
WORK SCHEDULE: 2024-2025 SCHOOL YEAR
12-Month Civil Service Employees

MONTH	DUTY DAYS	PAID HOLIDAYS	UNASSIGNED DAYS
JULY	22	1 (July 4, Independence Day)	0
AUGUST	22	0	0
SEPTEMBER	20	1 (Sept. 2, Labor Day)	0
OCTOBER	22	1 (Oct. 14, Columbus Day)	0
NOVEMBER	18	3 (Nov. 11 Veterans Day, Nov 28 - 29, Thanksgiving)	0
DECEMBER	15	1 (Dec. 25, Winter Recess)	5 (Dec. 24**, 23, 26 - 31)
JANUARY	20	1 (Jan. 29, Lunar New Year)	2 (Jan. 1, Jan. 20)
FEBRUARY	15	1 (Feb. 17, Presidents' Day)	4 (Feb. 18 - 21)
MARCH	21		0
APRIL	16	1 (April 18th)	5 (Apr. 14 - 17, 21)
MAY	21	1 (May 26, Memorial Day)	
JUNE	20	1 (June 19, Juneteenth)	
TOTALS	232	12	16

****Dec 24, 2024 will be full-time employee Core Day. This is not a duty day for part time employees.**

Annual salaries for 12-month full-time civil service employees have been calculated by multiplying the applicable base hourly rate by 1,830.00 annual hours (7.5 hrs/day) and then adding longevity increments. The resulting annual salary is then divided by 26.1 to arrive at the biweekly gross pay. Note annual hours will vary based on the academic calendar.