

KENMORE-TOWN OF TONAWANDA UNION FREE SCHOOL DISTRICT
WORK SCHEDULE: 2025-2026
SCHOOL YEAR

Core Employees

MONTH	DUTY DAYS	HOLIDAYS	UNASSIGNED DAY
JULY	22	1 (July 4, Independence Day)	
AUGUST	21	0	
SEPTEMBER	21	1 (Sept. 1, Labor Day)	
OCTOBER	22	1 (Oct. 13, Columbus Day)	
NOVEMBER	17	3 (Nov. 11, Veterans Day) (Nov. 27 - 28, Thanksgiving)	
DECEMBER	22	1 (Dec. 25)	
JANUARY	20	2 (Jan.1, Jan.19 MLK Jr. Day)	
FEBRUARY	19	1 (Feb. 16, Presidents' Day)	
MARCH	22		
APRIL	21	1 (April 3)	
MAY	20	1 (May 25, Memorial Day)	
JUNE	21	1 (June 19, Juneteenth)	
TOTALS	248	13	= 261

Annual salaries have been calculated for civil service employees by multiplying the applicable base rate by 2,088 hours for maintenance and custodial personnel, and 1,957.50 for clerical personnel. Longevity increments are added to the total of those amounts. The resulting annual salary for KTSEA members is then divided by 26.1 to arrive at the biweekly gross pay. Note annual hours will vary based on the academic calendar.

*** Note Core Full Time KTSEA employees are entitled to an additional 2 paid holidays to be used during the school year. A leave request in the payroll system using the code for "CORE," must be completed and approved by the department supervisor.**

