

KENMORE-TOWN OF TONAWANDA UNION FREE SCHOOL DISTRICT
WORK SCHEDULE: 2021-2022 SCHOOL YEAR

Core Employees

MONTH	DUTY DAYS	HOLIDAYS	UNASSIGNED DAY
JULY *	21	1 (July 5, Independence Day)	
AUGUST *	22	0	
SEPTEMBER	21	1 (Sept. 6, Labor Day)	
OCTOBER	20	1 (Oct. 11, Columbus Day)	
NOVEMBER	19	3 (Nov. 11, Veterans Day) (Nov. 25-26, Thanksgiving)	
DECEMBER	21	2 (Dec. 24,31 Winter Recess)	
JANUARY	20	1 (Jan. 17, Martin Luther King Jr. Day)	
FEBRUARY	19	1 (Feb. 21, Presidents' Day)	
MARCH	23	0	
APRIL	20	1 (Apr. 15, Spring Recess)	
MAY	21	1 (May 30, Memorial Day)	
JUNE	21	1 (June 20, Juneteenth)	
TOTALS	248	13 = 261	

Annual salaries have been calculated for civil service employees by multiplying the applicable base rate by 2088 hours for maintenance and custodial personnel, and 1957.5 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 paid holiday to be used during the months of July or August only. A leave request in Kronos using the code for "CORE," must be completed and approved by the department supervisor.**

*** KTSEA Full Time Core employees will receive second Core day to be taken during Winter or Spring recess periods. A leave request in Kronos using the code for "CORE," must be completed and approved by the department supervisor.**