

KENMORE-TOWN OF TONAWANDA UNION FREE SCHOOL DISTRICT
WORK SCHEDULE: 2022-2023 SCHOOL YEAR

Core Employees

MONTH	DUTY DAYS	HOLIDAYS	UNASSIGNED DAY
JULY	20	1 (July 4, Independence Day)	
AUGUST	23	0	
SEPTEMBER	21	1 (Sept. 5, Labor Day)	
OCTOBER	20	1 (Oct. 10, Columbus Day)	
NOVEMBER	19	3 (Nov. 11, Veterans Day) (Nov. 24-25, Thanksgiving)	
DECEMBER	21	1 (Dec. 26)	
JANUARY	20	2 (Jan.2 ,Jan 16 MLK Jr. Day)	
FEBRUARY	19	1 (Feb. 20, Presidents' Day)	
MARCH	23	0	
APRIL	18	2 (Apr. 7,10 Spring Recess)	
MAY	22	1 (May 29, Memorial Day)	
JUNE	21	1 (June 19, Juneteenth)	
TOTALS	247	14 =	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 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.**