

KENMORE-TOWN OF TONAWANDA UNION FREE SCHOOL DISTRICT
WORK SCHEDULE: 2022-2023 SCHOOL YEAR
12 Month Civil Service Employees

MONTH	DUTY DAYS	PAID HOLIDAYS	UNASSIGNED DAYS
JULY	20	1 (July 4, Independence Day)	0
AUGUST	23	0	0
SEPTEMBER	21	1 (Sept. 5, Labor Day)	0
OCTOBER	20	1 (Oct. 10, Columbus Day)	0
NOVEMBER	18	3 (Nov. 11 Veterans Day, Nov 24-25, Thanksgiving)	1 (Nov 23)
DECEMBER	17	1 (Dec. 26, Winter Recess)	3 (Dec. 27**,28-30)
JANUARY	20	0	2 (Jan 2, Jan 16)
FEBRUARY	15	1 (Feb. 20, Presidents' Day)	4 (Feb. 21-24)
MARCH	23	0	0
APRIL	14	1 (Apr. 7, Spring Recess)	5 (Apr. 3-6,10)
MAY	22	1 (May 29, Memorial Day)	
JUNE	21	1 (June 19, Juneteenth)	
TOTALS	234	11	15

****Dec 27, 2022 will be full-time employee Core Day. This is not a duty day for part time employees.**

Annual salaries for 12month full-time civil service employees have been calculated by multiplying the applicable base hourly rate by 1845.00 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.