

KENMORE-TOWN OF TONAWANDA UNION FREE SCHOOL DISTRICT
WORK SCHEDULE: 2023-2024 SCHOOL YEAR
10 Month Civil Service Employees

MONTH	Duty Days	PAID HOLIDAYS	UNASSIGNED DAYS
AUGUST	3	0	20
SEPTEMBER	19	1 (Sept. 4, Labor Day)	1(Sept. 1)
OCTOBER	21	1 (Oct. 9, Columbus Day)	
NOVEMBER	18	2 (Nov. 23 - 24, Thanksgiving)	2 (Nov. 10, 22)
DECEMBER	16	0	4 (Dec. 25**, 26 - 29)
JANUARY	21	0	2 (Jan. 1, 15)
FEBRUARY	16	1 (Feb. 19, Presidents' Day)	4 (Feb. 20 - 23)
MARCH	20	0	1 (March 29)
APRIL	16	0	6 (Apr. 1 - 5, 8)
MAY	21	1 (May 27, Memorial Day)	1 (May 24)
JUNE**	16	1(June 19, Juneteenth)	3 (June 26 - 28)
TOTALS	187	7	45

*****Dec 25, 2023 will be full-time employee Core Day. This is not a duty day for part-time employees.**

Full-Time annual salaries have been calculated for civil service employees by multiplying the applicable base hourly rate by the Annual hours (Annual hours = "Duty Days" + "Paid Holidays" + "Core Day" times daily scheduled hours) for the position and then adding longevity increments. The resulting annual salary is then divided by 22 to arrive at the biweekly gross pay.

Days to Report = August 29, 2023, August 30, 2023, August 31, 2023.

****Last Day to Report = June 25, 2024 for Full-time and Part-Time**

10 Month staff are expected to report to work while school is in session between the 1st report day and the last report day, except for those days noted as "Unassigned Days" in the above work schedule.

Transportation & Food Service Staff will follow the schedule set up by their respective Department Heads.