

KENMORE-TOWN OF TONAWANDA UNION FREE SCHOOL DISTRICT
WORK SCHEDULE: 2023-2024 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	20	1 (Sept. 4, Labor Day)	0
OCTOBER	21	1 (Oct. 9, Columbus Day)	0
NOVEMBER	19	3 (Nov. 10 Veterans Day, Nov 23 - 24, Thanksgiving)	0
DECEMBER	16	1 (Dec. 25, Winter Recess)	3 (Dec. 26**, 27 - 29)
JANUARY	21	0	2 (Jan. 1, Jan. 15)
FEBRUARY	17*	1 (Feb. 19, Presidents' Day)	3 (Feb. 21 - 23)
MARCH	20	1 (March 29, Good Friday)	0
APRIL	16		6 (Apr. 1 - 8)
MAY	22	1 (May 27, Memorial Day)	
JUNE	19	1 (June 19, Juneteenth)	
TOTALS	234	11	14

****Dec 26, 2023 will be full-time employee Core Day. This is not a duty day for part time employees.**

*** February 20, 2024 is a duty day for 12-month FT employees.**

Annual salaries for 12-month full-time civil service employees have been calculated by multiplying the applicable base hourly rate by 1,845.00 annual hours (7.5 hrs/day) and then adding longevity increments. The resulting annual salary is then divided by 26 to arrive at the biweekly gross pay. Note annual hours will vary based on the academic calendar.