

KENMORE-TOWN OF TONAWANDA UNION FREE SCHOOL DISTRICT
WORK SCHEDULE: 2024-2025 SCHOOL YEAR

Core Employees

MONTH	DUTY DAYS	HOLIDAYS	UNASSIGNED DAY
JULY	22	1 (July 4, Independence Day)	
AUGUST	22	0	
SEPTEMBER	20	1 (Sept. 2, Labor Day)	
OCTOBER	22	1 (Oct. 14, Columbus Day)	
NOVEMBER	18	3 (Nov. 11, Veterans Day) (Nov. 28 - 29, Thanksgiving)	
DECEMBER	21	1 (Dec. 25)	
JANUARY	20	3 (Jan.1, Jan.20 MLK Jr. Day, Jan 29)	
FEBRUARY	19	1 (Feb. 17, Presidents' Day)	
MARCH	21		
APRIL	21	1 (April 18)	
MAY	21	1 (May 26, Memorial Day)	
JUNE	20	1 (June 19, Juneteenth)	
TOTALS	247	14	= 261

Annual salaries have been calculated for civil service employees by multiplying the applicable base rate by 2,088 hours for maintenance and custodial personnel, and 1,957.50 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.**

