

KENMORE-TOWN OF TONAWANDA UNION FREE SCHOOL DISTRICT
WORK SCHEDULE: 2023-2024 SCHOOL YEAR

Core Employees

MONTH	DUTY DAYS	HOLIDAYS	EXTRA DAY
JULY	20	1 (July 4, Independence Day)	
AUGUST	23	0	
SEPTEMBER	20	1 (Sept. 4, Labor Day)	
OCTOBER	21	1 (Oct. 9, Columbus Day)	
NOVEMBER	19	3 (Nov. 10, Veterans Day) (Nov. 23 - 24, Thanksgiving)	
DECEMBER	20	1 (Dec. 25)	
JANUARY	21	2 (Jan.1, Jan.15 MLK Jr. Day)	
FEBRUARY	20	1 (Feb. 19, Presidents' Day)	
MARCH	20	1 (March 29, Good Friday)	
APRIL	21		1 (Apr. 8)***
MAY	22	1 (May 27, Memorial Day)	
JUNE	19	1 (June 19, Juneteenth)	
TOTALS	246	13	1 = 260

Annual salaries have been calculated for civil service employees by multiplying the applicable base rate by 2,080 hours for maintenance and custodial personnel, and 1,950 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 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.**

*** Extra Paid Day