

**CROTON-HARMON
UNION FREE SCHOOL DISTRICT
10 Gerstein Street
Croton-on-Hudson, NY 10520
914-271-4713**

To: New Employee:

Attached is a copy of the approved school calendar. Customary vacation periods will be observed in accordance with the attached calendar. It is expected that you will be available to work if needed on the first day of school following each holiday or vacation recess occurring during the 2020-2021 academic year.

If it is your intention to be available to resume your normal duties after each vacation or holiday period, please acknowledge by signing below and returning one copy to the Business Office as soon as possible.

Very truly yours,

**Dr. Deborah O'Connell
Superintendent of Schools**

Employee Signature

Print Name

Date