

**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 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,**

**Mr. Stephen Walker  
Superintendent of Schools**

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**Employee Signature**

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**Print Name**

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**Date**