



Cradle of the Trotter
and
Birthplace of Webster's
Dictionary

GOSHEN CENTRAL SCHOOL DISTRICT
227 MAIN STREET
GOSHEN, NEW YORK 10924

MEMO

To: Daniel T. Connor
From: _____
Date: June 1, 2021
Re: Carryover of Unused Vacation Days

Please Return by June 14, 2021

I am requesting approval to carryover _____ unused vacation days from the 2020-2021 school year into the 2021- 2022 school year.

Thank you

Employee Signature

Date

Superintendent Signature

Date

Note: ALL REQUESTS SUBJECT TO AUDIT