

Acknowledgement of Receipt of Employee Handbook

Employee's Name: _____

By my signature below, I acknowledge that on the date printed below, I was informed that the Archdiocese has an employee handbook and that the handbook is available online at <http://hr.archchicago.org>. The handbook summarizes the various policies, procedures and benefits which may apply to me as an Archdiocesan employee. I further acknowledge that if I am unable to access the handbook online, I can contact the Human Resources Department of the Archdiocese at 312-534-5360 and request a hard copy of the handbook.

Employee Signature: _____ **Date:** _____