



CANCER SCREENING LEAVE

New York State Civil Service Law entitles all district employees to take up to four (4) hours of paid leave annually, without charge to leave credits, to undertake a screening for cancer of any kind. Travel time is included in the four-hour cap. Absence beyond the four (4) hours must be charged to leave credits or the time will be docked. The leave is not cumulative and expires at the close of business of the last day of each fiscal year.

To properly document this absence, please complete the information below, including a signature from the provider's office, and return this form to the Office of Human Resources. You must also call in your absence to Absence Management. Please indicate "personal" or "other" as the reason for this leave.

FAILURE TO SUBMIT THIS FORM WILL RESULT IN EITHER THE DOCKING OF PAY FOR THE TIME OR A DEDUCTION FROM THE EMPLOYEE'S LEAVE TIME.

Employee Section:

I, _____, verify that on _____, _____. I underwent a
(Print Name) (Month, Day) (Year)
cancer screening exam at _____,
(Location)

(Employee Signature) (Date)

Medical Provider Section:

Date: _____ Patient Name: _____
This is to certify that the aforementioned patient was seen for the following procedure, at the request of their provider:
Type of procedure: _____
Patient arrival time: _____ Patient departure time: _____

(Provider's Signature & Title) (Provider's Location)