



To: All Staff

Re: **Cancer Screening Leave Time**

The New York State Legislature has passed amendments to New York State Civil Service Law and Labor Law that affect school district employees. An employee is entitled to a leave of absence for a sufficient period of time, not to exceed four (4) hours on an annual basis, to undertake a screening for cancer. Likewise, an employee, whose regular schedule is 20 hours or more per week, is entitled to a leave of absence for a sufficient period of time, not to exceed three (3) hours on an annual basis, for the purpose of donating blood.

As with any leave, sufficient notification the same as that of a personal leave day (no less than three days) must be given to the supervisor prior to using this leave time for the purpose of screening. In order to be given consideration for such leave, the employee must present written documentation from the doctor's office, or medical facility having performed such screening to the principal or department head to be forwarded to the Department of Human Resources (see form on reverse side).

Such time, up to four hours of paid leave on an annual basis for cancer screening, and up to three hours of paid leave on an annual basis for donating blood, when properly documented, shall not be charged against an employee's accrued vacation, sick or other leave to which they may be entitled. This leave is excused and paid. Any additional time exceeding the allowable time will be deducted from your accrued personal time or will be unpaid.

C: Payroll, Finance Department

05.2019