

DEPARTMENT OF HUMAN RESOURCES

REQUEST FOR PAID LEAVE TIME FOR
CANCER SCREENING AND DONATING BLOOD

In accordance with New York State Civil Service Law, Sections 159-b and 159-c, the district will provide employees with up to four (4) hours of paid leave time on an annual basis for the purpose of obtaining cancer screening and up to three (3) hours paid leave time on an annual basis for donating blood.

1. Name Printed Position Building/Location

2. Date of Appointment Time of Appointment ID #

3. I hereby certify that the request for time off from work is for the purpose of obtaining a cancer screening pursuant to Section 159-b/-c of the New York State Civil Service Law for donating blood.

PLEASE CHECK THE APPROPRIATE BOX IN SECTION I AND SECTION II:

SECTION I (CHECK ONE BOX)

- Cancer Screening
Donating Blood

SECTION II (CHECK ONE BOX)

- Excused with pay for cancer screening (up to 4 hours)
Excused with pay for blood donation (up to 3 hours)

ANY ADDITIONAL TIME TO BE CHARGED AS CHECKED BELOW: (To be completed by Administrator)

- Sick
Personal Leave
Vacation (if applicable)

Employee Signature

Date

4. Principal/Supervisor Signature

Date

5. Received by Department of Human Resources

Date

STATEMENT OF PHYSICIAN/MEDICAL OR SCREENING FACILITY

appeared in my office on Patient Name Date

at AM/PM (circle one) to obtain cancer screening or blood donation. Time

Physician/Radiologist Signature

Date