Breast Cancer Screening Leave

New York State Civil Service Law entitles employees to take up to four (4) hours of paid leave annually, without charge to leave credits, for breast cancer screening. The screening includes physical exams and mammograms specifically for the detection of breast cancer. Travel time is included in the four-hour cap. Absence beyond the four hours must be charged to leave credits. The leave is not cumulative and expires at the close of business on the last day of each calendar year. Employees who undergo screenings outside their regular work schedule do so on their own time.

To properly record this absence, please complete the information below, including a signature from the provider’s office. Send the completed form to the Payroll Office, HAB301. Document the time off on your timesheet as Non-Chargeable "Breast Cancer Screening" on the online time and attendance system.

Employee Name (Please print) ______________________________________________________________

Date and Time of Appointment _____________________________________________________________

Place of Appointment ________________________________________________________________

Signature of Provider ______________________________________________________________

Signature of Employee ________________________________________________________________

Rev. 11/17