

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 cancer screening. Cancer screening includes physical exams, blood work or other laboratory tests for the detection of 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 "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 _____