



VESTAL NEW YORK 13850

CANCER SCREENING LEAVE FORM

The New York State Governor signed into law a new bill (Chapter 465 of the Laws of 2017) which amended Civil Service Law 159-b to extend the four hour paid leave provisions to medical screenings for any cancer, including breast and prostate cancer. The law is effective March 18, 2018.

Therefore, New York State Civil Service Law (Section 159-b) now entitles all district employees to take up to **four (4) hours** of paid leave annually, without charge to any other accumulated leave for **ANY CANCER** screening. Travel time is included in the four-hour cap. Absence beyond the four hours must be charged to a leave benefit day. The leave is not cumulative and expires at the close of business of the last day of each school fiscal year (7/1 to 6/30).

To properly document this absence, please complete the information below, including a signature from the provider's office, and return this form to the **Personnel Office**.

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 _____, _____, _____ at
(Print name) (Month) (day) (year)

_____, I underwent a cancer-screening exam.
(Location)

Employee Signature

Date

Medical Provider Section: Complete this section **or** attach providers office receipt.

_____ was seen for cancer screening with

Dr. _____ or at the _____ office, on _____,
(date)

at _____ o'clock.

Provider's Signature

Date and Time

Location of Provider _____