



## Leave for Breast and Prostate Cancer Screening

Effective August 2008, the New York State Legislature adopted a law entitling public employees to take up to four (4) hours on an annual basis to undergo screening for **breast cancer or prostate cancer**.

The entitlement is for up to four (4) hours of paid leave annually unless either a governmental authority or court of law declares that the leave is not required to be paid under New York state statute. If an employee is absent for more than four (4) hours on the date of the screening, then the additional time will either be unpaid or charged to an appropriate category of leave (if the employee has any such leave accrued).

To facilitate the process of excusing yourself from work, it will be necessary to complete a ***Request for Cancer Screening Leave and Verification of Appointment*** form. This form needs to be completed in advance and submitted to your supervisor for approval at least 48 hours **prior** to your appointment, whenever possible. As with any other absence, employees should follow routine attendance reporting procedures. The verification portion of the form should be completed by your Health Care Provider and returned to your supervisor within 14 days **following** your appointment. An employee using this leave entitlement must have either a signed statement from the cancer screening facility, or a signed form that verifies the purpose of the leave. The leave must be noted as "Cancer Screening," if utilized by an employee who completes time sheets.

A copy of the Request for Cancer Screening Leave and Verification of Appointment Form is attached, and additional copies will be available on the BOCES Intranet (select Cancer Screening Form) and in the Human Resource Office.

You may call the Human Resources Office at 716 376-8242 with any questions.