

Memo To: All Schuylerville Employees  
From: Ryan Sherman  
Re: Leave Time for Cancer Screening

The purpose of this memo is to notify you of a New York State Law which authorizes paid leave for cancer screenings.

Specifically, Civil Service Law § 159-b requires employers to grant employees time off from work each year to undertake a screening for cancer of any kind. An employee is eligible for a maximum of four hours leave per year for an applicable screening, without charge to the employee's leave credits. Leave time for other medical purposes is not covered.

Although the law provides for up to four hours of leave per year, leave is granted **only for the amount of work time lost due to the screening, taking into consideration a reasonable allowance for travel time to and from the screening facility and the amount of time spent at the screening facility.** Employees are expected to otherwise be at work, or use other appropriate leave credits, before and after the screening unless the screening takes place at the beginning or end of their work day. Employees who undergo screenings outside their regular work schedule do so on their own time.

When possible, appointments should be scheduled during non-working hours. If you schedule your annual screening during work hours and wish to exercise this option, you must submit both parts of the form on the reverse side of this page. Submit Part 1 of the form to the District Office as soon in advance of your appointment as possible. In order for us to determine the number of hours of cancer screening time to be charged toward your four-hour annual maximum, please note the start and end time(s) of your work day and lunch time. Submit Part 2 of the form to the District Office within one week following the screening. The Part 2 form must be completed and signed by screening facility personnel. *If you do not submit both parts of the form, we will be unable to charge your leave to the paid leave permitted by NYS law for this purpose, and will contact you regarding how you would like your absence charged (i.e., use of sick, personal, or vacation).*

As with any other absence, you should follow routine attendance reporting procedures, such as notifying your supervisor and/or the sub service. Employees who report absences to the sub calling service should request a sub only for the period of time anticipated for travel to and from the screening and for the screening itself.

Forms are available in the District Office.

SCHUYLERVILLE CENTRAL SCHOOL DISTRICT  
**CANCER SCREENING FORM PART 1: NOTIFICATION**

To be completed by the employee and forwarded to the District Office as soon in advance of the screening appointment as possible. Detach Part 2 before forwarding Part 1.

Employee Name \_\_\_\_\_

District Work Location \_\_\_\_\_

Date of Appointment \_\_\_\_\_

Location of Screening Facility \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

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SCHUYLERVILLE CENTRAL SCHOOL DISTRICT  
**CANCER SCREENING FORM PART 2: VERIFICATION**

To be completed and signed by screening facility personnel and returned by the employee to the District Office within one week following the screening.

\_\_\_\_\_ underwent a cancer screening

(print employee name)

on \_\_\_\_\_ at \_\_\_\_\_.

(print name and location of screening facility)

\_\_\_\_\_  
Screening Facility Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date