

Cancer Screening Leave Request Form

Form must be submitted to Human Resources at least 10 days in advance

Please print (except for signature)

Name	Title:
Employee ID#:	Date Submitted:
Department:	Building:
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Regular Hours of Employment:	
Date and time of Screening Appointment:	
Date:	Time:
Time requested off, from: _____ to: _____	
(limited to 4 hours including travel time)	
Employee Signature:	Date:
For Human Resources Office Use Only:	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Signature:	Date:

This cancer screening leave is limited to:

1. Four (4) hours annually (one four hour period annually between July 1st and June 30th) for female and male employees for the purpose of breast cancer screening.
2. Four (4) hours annually (one four hour period annually between July 1st and June 30th) for male employees for the purpose of prostate cancer screening.

Verification of Cancer Screening Appointment

Verification of Cancer Screening appointment must be completed in full prior to submission to Payroll with your timesheet. Incomplete forms will be returned to employee to be resolved. Excused time will not be credited to employee until completed verification is received in Payroll. Verification must be submitted within 30 days of appointment.

To be completed by the Screening Facility:

Name of Person at facility who can verify appointment:	
Printed Name: _____	Date: _____
Signature: _____	
Contact Telephone: _____	
Physician Signature and Stamp: _____	
for the purpose of screening for:	
<input type="checkbox"/> Breast Cancer <input type="checkbox"/> Prostate Cancer	

Completed form should be returned to Patricia Hines in the Nassau BOCES Human Resources Office, 71 Clinton Road, Garden City, New York, 11530.

DEPARTMENT OF HUMAN RESOURCES

To: All Employees
From: Jeffrey Drucker, Executive Director of Human Resources
Date: May 14, 2008 (updated August 5, 2013)
Re: Cancer Screening

This notification is being provided to inform staff that effective April 20, 2008 public employees are allowed to take excused leave during their regular work hours for reasons limited to breast and prostate cancer screening.

Cancer Screening:

All full and part-time Nassau BOCES employees are entitled to take up to a maximum of **4 hours** of excused paid leave each fiscal (school) year to obtain a screening for breast or prostate cancer. Breast cancer screening includes physical exams and mammograms for the detection of breast cancer. Prostate cancer screening includes physical exams and blood work for the detection of prostate cancer. Employees are not entitled to compensatory time for screening outside the regular work schedule.

Required Documentation:

All full and part-time Nassau BOCES employees are required to submit a completed "Cancer Screening Leave Request" form to Human Resources (attached). Their physician or screening facility must sign the Verification section to authorize that the employee received the applicable screening. This form also documents the excused absence so the employee's time is not charged. The Request for Cancer Screening Leave must be submitted to Human Resources at least 10 days prior to the appointment. Employees will be notified by Human Resources whether the leave is approved.

As with any other absence, the employee should follow routine attendance reporting procedures, such as calling the Substitute Employee Management System (if applicable) and alerting your supervisor. Employees should write "CS" on their timesheet for reconciliation with the "Cancer Screening Leave Request" form. No additional leave request forms will be required. Absences exceeding the maximum number of hours allotted will be charged to the employee's leave accruals. Additional forms can be obtained from the Human Resources Department. Forms can also be found on the Nassau BOCES website's under the employee section.

Remember:

You must notify your building/department that you have received approval. In order to receive cancer screening leave time, you **must attach a copy of the completed** Cancer Screening Leave Request Form with the original physician signature and stamp to **your timesheet** and indicate "CS" on the day of your appointment.

In addition, you must **return a completed copy** of your Cancer Screening Leave Request Form to the Human Resources Department after your visit.

Contact:

Please contact Pat Hines in the Human Resources Department at 396-2376 if you have any questions related to Cancer Screening Leave requests.