

ALTMAR-PARISH-WILLIAMSTOWN CSD CANCER SCREENING LEAVE FORM

New York State Civil Service Law entitles all district employees to take up to ½ (one-half) day of paid leave annually, without charge to leave credits, for cancer screening. The screening includes physical exams for the detection of breast or prostate cancer, including mammograms. Travel time is included in the ½ (one-half) day cap. Absence beyond the ½ (one-half) day must be charged to leave credits. The leave is not cumulative and expires at the close of business of the last day of each fiscal year.

To properly document this absence, please complete the information below, including a signature from the provider's office, and return this form to the Business 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 _____, _____, _____
(print name) (month) day year)
at _____, I underwent a breast or prostate cancer-screening exam.
(Location)

Employee's Signature

Date

Medical Provider Section:

_____ was seen for Cancer screening
with Dr. _____ or at the _____ office,
on _____, _____ at _____ o'clock.
(month) day year)

Provider's Signature

Date and Time

Location of Provider _____