

CANCER SCREENING LEAVE FORM

Cornwall Central School District

In accordance with New York State Civil Service Law (Section 159-b), the District will provide employees with up to four (4) hours of paid leave time for the purpose of obtaining a cancer screening. Such leave time will not be charged to the employee's sick or personal time, and any travel time incurred is included in the four hour time period. Leave for cancer screening is not cumulative, and expires at the end of each calendar year. Employees that undergo screenings outside of their regular work schedule do so on their own time.

The employee and the screening facility are required to complete the appropriate sections below. The employee must then turn in this form to the Business Office during the current payroll period of the cancer screening in order for their cancer screening leave time to be recorded. Failure to submit this form on a timely basis will result in the employee's sick and/or personal time being deducted for the work time missed, or if the employee has no sick and/or personal time available, the employee's pay will be docked. Absence beyond the four hours must be charged to leave credits.

EMPLOYEE SECTION:

Employee Name: _____	Position: _____
Building: _____	Phone Extension: _____
My signature below verifies that I underwent a cancer screening exam on:	
_____ at _____	_____
<i>(Month) (Day) (Year)</i>	<i>(Location Name)</i>
Employee: _____	Date: _____
<i>(Employee Signature)</i>	

MEDICAL PROVIDER SECTION:

_____ was seen in my office at _____ AM / PM	
<i>(Patient Name)</i> <i>(Time)</i>	
on _____, _____, 20____ and had a cancer screening performed.	
<i>(Day of Week)</i> <i>(Month)</i> <i>(Day)</i> <i>(Year)</i>	
_____ Name of Medical Provider <i>(Print)</i>	
_____ Signature of Medical Provider <i>(Sign)</i>	Date: _____
_____ Business Address	_____ Phone

This form must be submitted to the Business Office prior to the end of the payroll period that the cancer screening takes place in order for the leave time to be recorded properly. Failure to submit this form on a timely basis will result in sick and/or personal time being deducted for the work time missed, or if the employee has no sick and/or personal time available, the employee's pay will be docked.