



## **Cancer Screening Leave Form Policy**

New York State Civil Service Law 159-b, entitles all employees the ability to take “up to” 4 hours of paid leave per year for a cancer screening. This leave would be without any deduction to an employee’s accrued vacation, personal, floating or sick time.

In order to be eligible for payment for this leave, an employee should be previously scheduled to work on the day in question, and submit a paid time off form, at least two business days in advance of the appointment, for the day they will be undergoing the screening.

In addition, the Library requires documentation from your provider, on his/her letterhead, including the provider’s signature and date and time the employee was screened. Failure to follow this procedure may result in either not being paid or the time being docked from the employee’s accrued time.

Approved: October 16, 2021