

**Malone Central School District
Cancer Screening Leave Request**

New York State Civil Service Law entitles employees to take up to four (4) hours of paid leave annually, without charge to leave credits, for breast cancer screening. The screening includes physical exams and mammograms specifically for the detection of breast cancer. An additional four (4) hours of paid leave annually is granted for prostate cancer screening. Travel time is included in the four-hour cap. Absence beyond the four hours must be charged to leave credits. The leave is not cumulative and expires at the close of business on the last day of each calendar year. Employees who undergo screenings outside their regular work schedule do so on their own time.

To properly record this absence, please complete the information below, including a signature from the provider's office, and return this form with your timesheet for the period in which you used the breast cancer screening leave and/or prostate cancer screening leave. Please document your absence on your timesheet as "Cancer Screening Leave".

Employee Name _____
(Please print)

Date and Time of Appointment _____

Place of Appointment _____

Signature of Provider _____

Signature of Employee _____

Signature of Principal/Supervisor _____

Please forward completed cancer screening request to Payroll Office.