



Lewiston-Porter Central School District

One Purpose. Your Pathway. Our Promise.

Paid Leave Time for Cancer Screenings

Pursuant to New York Civil Service Law Section 159-b, all District employees are entitled to take up to four (4) hours of paid leave each calendar year, without charge to leave credits, for the purpose of any type of cancer screening scheduled during the employees' regular work hours.

The paid leave may be used for screening any form of cancer including, but not limited to, breast cancer, prostate cancer, cervical cancer, skin cancer, colon cancer, ovarian cancer, bladder cancer, or lung cancer. Cancer screening may include physical exam, imaging, biopsy, Pap smear, mammogram, blood test or surgical procedure for the purpose of detecting cancers.

Travel time is included in this four (4) hour cap. Absence beyond the four (4) hour cap must be charged to leave credits, if available, or be unpaid (employees are not granted compensatory time off for cancer screenings that occur on a day off or a holiday).

Employees who undergo screenings outside their regular work schedule do so on their own time.

Leave for cancer screenings is not cumulative and expires at the close of business on the last day of each calendar year.

Employees must comply with and follow the customary District leave procedures, including entering their absence in the Frontline absence management system to secure coverage, and notifying their building of the upcoming absence. The absence reason should be entered as a doctor appointment; Sick time will then be recoded by Payroll as Paid Leave Time for Cancer Screening. This process is consistent with the current procedure for Covid Paid Sick Leave. Pre-approval is not required.

District procedure for Paid Leave Time for Cancer Screening is as follows:

1. Any employee who wishes to receive paid leave time for the purposes of a cancer screening must submit a Paid Leave Time for Cancer Screening Request Form to the Office of Human Resources.

The Claim Form is available on the HR webpage and in each building main office.

2. The Claim Form will be completed by the employee, signed by their Healthcare Provider, and must be submitted on the next business day following the screening to the Office of Human Resources.
3. The Office of Human Resources will authorize Payroll to credit up to four (4) hours of paid leave (inclusive of travel time) without charge to leave credits.

The District will keep the cancer screening statements confidential to the fullest extent required and allowed by law, with only those required to grant approval or certify time and attendance reports having access.

Please direct all inquiries regarding paid time for cancer screening to Jodee Riordan, Office of Human Resources.