



# **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 making a request for time off for cancer screening in advance and obtaining approval of the request and duration of time to be allowed, by submitting a Paid Leave Time for Cancer Screening Request Form to Jodee Riordan, Office of Human Resources.

Furthermore, employees must provide satisfactory medical documentation that the absence was for the purpose of screening for any type of cancer, by submitting a completed Paid Leave Time for Cancer Screening Claim Form to the Office of Human Resources. The Claim Form will be provided to the employee upon approval of the Paid Leave Time for Cancer Screening request.

The Paid Leave Time for Cancer Screening Claim Form will be completed by the employee, signed by their Healthcare Provider, and will be submitted on the next business day following the approved screening. The Office of Human Resources will then approve Payroll to credit up to four (4) hours of paid leave 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.

Lewiston-Porter Central School District  
Office of Human Resources  
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Phone: 716-286-7242 Fax: 716-286-7877