



Lewiston-Porter Central School District

One Purpose. Your Pathway. Our Promise.

Paid Leave Time for Cancer Screenings

The Lewiston-Porter Central School District recognizes the critical importance of cancer screening and early detection, and encourages all employees to stay up to date on all annual screenings.

Pursuant to New York State 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. (Please note: The current Calendar Year is January 1-December 31, 2025).

Per New York State Civil Service Law Section 159-b:

- The paid leave may be used for screening for 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.
- All District employees are entitled to take up to four (4) hours of paid leave each calendar year.
- Absences beyond the four (4) hour cap must be charged to leave credits, if available, or be unpaid.
- Leave for cancer screenings 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.
- Employees are not granted compensatory time off for cancer screenings that occur on a day off or a holiday.

Employees with an upcoming appointment are asked to enter their absence in the Frontline absence management system to secure coverage, and notify their building of the upcoming absence. The absence reason should be entered as a ***doctor/dentist appointment***; Sick time will then be recoded by Payroll as Paid Leave Time for Cancer Screening. **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 Claim Form](#) to the office of Human Resources. The Claim Form is also available in the main office of each building.
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 appointment 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.

Please review the current [Paid Leave Time for Cancer Screening Memo](#), and contact Jodee Riordan at x7242 with any questions regarding Paid Leave Time for Cancer Screening.

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