

## Cancer Screening Leave

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 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 to Payroll Services, 303 Maytum Hall, for the period in which you used the cancer screening leave. Document the time off on your timesheet as Cancer Screening.

Employee Name

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(Please print)

Date and Time of Appointment

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Place of Appointment

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Signature of Provider

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Signature of Employee

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