

CANCER SCREENING LEAVE REQUEST FORM

On December 18, 2017, New York Governor Andrew Cuomo signed into law an amendment of the state Civil Service Law in relation to granting paid, excused leave to public officers and public employees to undertake cancer screenings. The purpose of the amendment is to encourage individuals to be screened regularly for all types of cancer by providing time off from work, thereby increasing the number of cancers caught at an early stage and improving public health. **Effective March 18, 2018, public sector employees may take excused leave - not to exceed four hours annually - to undertake screenings for cancer.**

The law amends Section 159-b of the Civil Service Law to entitle any municipal or school district employee – specifically noted as any employee of the state, any county, municipality, school district, community college, public authorities, public benefit corporations, any board of cooperative educational services, vocational education and extension board, participating employers in the state and local employees’ retirement system or of a participating employer in the state teachers’ retirement system – to have a paid, excused leave of absence from his or her duties for a sufficient period of time, not to exceed four hours annually, to undertake a screening for cancer of any kind.

PART I: TO BE COMPLETED BY EMPLOYEE

Employee’s Name:	
Department / Site:	
Date of Absence:	
Number of Hours Used:	
Employee’s Signature:	Date:
Supervisor’s Signature:	Date:

EMPLOYEE: Please forward this completed form to the Payroll Department.

Adopted for use: March 19, 2018

Revised: April 23, 2018