

## DEPARTMENT OF HUMAN RESOURCES

**To:** All Employees  
**From:** Dr. Valerie C. D'Aguanno, Ed.D., Executive Director  
**Date:** September 5, 2019  
**Re:** Cancer Screening

### **CANCER SCREENING:**

All full and part-time Nassau BOCES employees are entitled to excused paid leave each school year to obtain a screening for any type of cancer.

#### **Cancer Screening leave:**

**One four (4) hour period on an annual basis between July 1<sup>st</sup> and June 30<sup>th</sup>.**

**Employees are not entitled to compensatory time for screening outside their regular work schedule. Employees should note that taking the maximum amount (4 hours) of excused paid leave for cancer screening reduces their work day; therefore, employees may not be entitled to a meal period during that particular work day.**

### **REQUIRED DOCUMENTATION:**

All full and part-time Nassau BOCES employees are required to submit a completed "Cancer Screening Leave Request" form to Human Resources. Their physician or screening facility must **sign and date** the Verification section to verify that the employee received the applicable screening. This form also documents the excused absence so the employee's accrued leave entitlements are not charged. The Request for Cancer Screening Leave must be submitted to Human Resources at least 10 days prior to the appointment. Employees will be notified by Human Resources when the leave is approved.

As with any other absence, the employee must follow routine attendance reporting procedures, such as calling the Aesop system (if applicable at 1-800-942-3767) and alerting his/her supervisor. Employees should write "CS" on their timesheet for reconciliation with the verification information on the "Cancer Screening Leave Request" form. No additional leave request forms will be required. Absences exceeding the number of hours allowed will be charged to the employee's leave accruals. Additional forms can be found on the Nassau BOCES website under the employee section.

### **REMEMBER:**

You must notify your building/department that you have received approval. In order to receive cancer screening leave time, you must attach a copy of the completed "Cancer Screening Leave Requested Form" with the original physician signature and stamp to your timesheet and indicate "CS" on the day of your appointment.

In addition, you must return a completed copy of your Cancer Screening Leave Request Form to the Human Resources Department after your visit.

### **CONTACT:**

Please contact Nancy Otton in the Human Resources Department at 516-396-2222 if you have any questions related to Cancer Screening Leave requests.

**CANCER SCREENING LEAVE REQUEST FORM**

*Form must be submitted to Human Resources at least 10 days in advance*

**Please print (except for signature)**

Name:		Employee ID #:
Title:		
Date Submitted:	<b>Building:</b>	Department:
Regular Hours of Employment:		
Date and time of Screening Appointment:		
Time requested off, limited to 4 hours including travel time:		<b>From: To:</b>
Employee Signature:		Date:
<b>For Human Resources Office Use Only:</b>		
<input type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Denied</b>		<b>Signature:</b> _____ <b>Date:</b> _____

This cancer screening leave is limited to:

One four (4) hour period annually between July 1<sup>st</sup> and June 30<sup>th</sup> for the purpose of all types of cancer screening.

**VERIFICATION OF CANCER SCREENING APPOINTMENT**

Verification of Cancer Screening appointment must be completed in full prior to submission to Payroll with your timesheet. Incomplete forms will be returned to employee to be resolved. Excused time will not be credited to employee until completed verification is received in Payroll. Verification must be submitted within 30 days of appointment.

↓ **THIS SECTION TO BE COMPLETED BY THE SCREENING FACILITY:** ↓

Name of <b>Person at facility</b> who can verify appointment:	
Printed Name: _____	Date: _____
Signature: _____	Contact Telephone: _____
Physician Signature and Stamp: _____	
For the purpose of cancer screening.	

Completed forms should be returned to Nancy Otton in the Nassau BOCES Human Resources Office, 71 Clinton Road, Garden City, New York, 11530