

THE COUNTY OF SARATOGA CANCER SCREENING LEAVE

New York State Civil Service Law entitles employees to take up to a maximum of four hours of paid leave per calendar year, without charge to leave time, to undertake cancer screening. The screening includes physical exams for all forms of cancer screening. (The previous law only provided for physical exams relating to the detection of breast or prostate cancer, including mammograms.) Travel time is included in the four-hour cap. Any unused time may be used for follow-up appointments or additional screenings for any type of cancer. Accrued leave time must be used for any absence beyond the four hours. The leave is not cumulative and expires at the close of business on December 31st each year.

To properly document this absence, please complete the information below, including a signature from the provider's office/medical imaging center, and return this form to your department head or designee.

**FAILURE TO SUBMIT THIS FORM WILL RESULT IN A DEDUCTION FROM THE
EMPLOYEE'S LEAVE TIME.**

Employee Section:

I, _____, verify that on _____, _____, at
(Print name) (Month day year)

_____, I underwent a cancer screening exam.
(Location)

Employee Signature

Date

Provider/Medical Imaging Center Section:

_____ was seen on _____,
(Date)

Signature of Provider or Medical Imaging Center Employee

Date

Location of Provider/Medical Imaging Center _____