## DEPARTMENT OF HUMAN RESOURCES

## REQUEST FOR PAID LEAVE TIME FOR CANCER SCREENING AND DONATING BLOOD

In accordance with New York State Civil Service Law, Sections 159-b and 159-c, the district will provide employees with up to four (4) hours of paid leave time on an annual basis for the purpose of obtaining cancer screening and up to three (3) hours paid leave time on an annual basis for donating blood. If you intend to obtain this cancer screening or to donate blood during your normal work hours, you must complete this form at least three (3) days prior to your appointment and submit it to your immediate supervisor for his/her signature. After your supervisor signs this form it will be returned to you. You must bring it to your doctor/medical, or screening facility, to provide information requested and have it signed to certify the screening was done. When you return to work, please submit the completed form to your principal/ supervisor or designee within a 24 hour period. This form will be sent to the Human Resource Department and Payroll. Such paid leave will not affect accumulated personal or sick leave.

Name Printed	Positi	on	Building/Location	
Date of Appointment	Time of Appo	intmont		
Date of Appointment	Time of Appo	intment	ID#	
•	r time off from work is for the purpose o k State Civil Service Law for donating bl		reening pursuant	
	PRIATE BOX IN SECTION I AND SEC			
SECTION I (CHECK ONE BOX)	SECTION II (CHECK ONE BOX)	ANY ADDITIONAL TIME TO BE CHARGED A CHECKED BELOW: (To be completed by Administrator)		
☐ Cancer Screening	Excused with pay for cancer screening (up to 4 hours)	☐ Sick ☐ Personal Leave		
☐ Donating Blood	Excused with pay for blood donation (up to 3 hours)	☐ Vacation (if ap	plicable)	
Employee Signature		Date		
Principal/Supervisor Signature		Date		
Received by Department	of Human Resources		Date	
STATEMENT	OF PHYSICIAN/MEDICAL OR SCR	REENING FACILITY		
	appeared in my office		,	
Patient Name		Da	te	
AM/PM (circle one	) to obtain cancer screening or bloo	d donation.		
Physician/Radiologist Si	gnature		Date 0	