

## Cancer Screening

Pursuant to New York State Civil Service Law §159-b, Sayville Library as a public employer and participant in the New York State Retirement System will provide the following:

On an annual basis, all Sayville Library employees are entitled to take up to four hours of paid leave to undertake a cancer screening **during regularly scheduled hours**. This paid leave will not be deducted from accrued leave. According to Civil Service guidelines, physical examinations, blood work, as well as the travel time to and from these screenings, are all included in this four-hour cap. The four hours may be divided between appointments if a follow-up screening is required. Absence beyond the four-hour cap must be charged to leave credits.

Employees who undergo screenings outside their regular work schedule do so on their own time. For example, employees are not granted compensatory time off for cancer screenings that occur on personal days or holidays.

Sayville Library requires satisfactory medical documentation that the employee's absence was for the purpose of cancer screening and proof of time of arrival and time of departure are to be verified by the screening facility. Employees can obtain a *Cancer Screening Leave Form* prior to the appointment, available from the Business Office.

Adopted: 12/08/08  
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