



Memorandum

To: All Departments and Staff

From: Peter P. Lopes *PP*

Date: March 16, 2018

Re: Annual Leave for Cancer Screenings Update

NYS Legislation enacted recently which goes into effect on March 18, 2018 amended the Civil Service Law to entitle County employees to take up to four hours of paid leave annually for cancer screenings. This type of leave is not charged to other accruals or leave credits.

Specifically, section 159-b has been amended to cover **all** cancer screening and section 159-c covering prostate cancer screening has been repealed.

Leave for cancer screening is not cumulative and expires at the close of the business day on the last day of each calendar year. Travel time is included in this four-hour cap. Absence beyond the four-hour cap must be charged to other leave credits if available. **If employees have already used their four hours this year for breast or prostate cancer screenings they do not receive an additional four hours of leave time for cancer screening this year.**

Employees are entitled to a leave of absence for cancer screening scheduled during the employee's regular work hours. 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 a scheduled day off, vacation day, or a holiday.

The appointing authority/department head shall require satisfactory medical documentation (to be obtained from medical provider) that the employee's absence was for the purpose of cancer screening in order for the proper credits to be made. The leave for cancer screening should be recorded on the employee's timesheet and recorded in the New World payroll system.

Should you have any questions please contact the Human Resources Department at 438-4070.

Thank you.

Cc: HR File

Diana Birkman, Payroll Manager