
Donna J. Wisenburn
Director of Human Resource Services

To: All Employees
From: Donna J. Wisenburn, Director of Human Resource Services
Re: Leaves for Cancer Screening and Blood Donation
Date: May 19, 2008

This notification is being provided to inform staff of two recent laws that went into effect that allow public employees to take excused leave during their regular work hours for reasons limited to breast and prostate cancer screening and blood donation. The Board of Education, at its May 14, 2008 meeting, approved a new Board Policy, #5420, governing the use of excused leave for these purposes.

Cancer Screening:

All public employees are entitled to take up to a maximum of 4 hours of excused leave each school year to obtain a screening for breast and/or prostate cancer. Breast cancer screening includes physical exams and mammograms for the detection of breast cancer. Prostate cancer screening includes physical exams and blood work for the detection of prostate cancer. (Effective August 2, 2007)

This leave will be considered to be paid leave unless either a governmental authority or court of law declares that the leave is unpaid under New York State statute. Such leave will not be deducted from accrued sick leave or any other accrued leave.

Blood Donation:

Employees who work *20 or more hours per week* and seek to donate blood during their regular work hours, are entitled to an excused leave of absence for up to a maximum of 3 hours each school year. (Effective December 13, 2007)

This leave will be considered to be unpaid leave unless either a governmental authority or court of law declares that the leave is paid under New York State statute.

Required Documentation:

Employees are required to submit a completed "Leave Request for Cancer Screening or Blood Donation" form to their immediate supervisor at least one (1) week in advance (attached). The employee's physician or blood donation facility must complete the "Verification of Cancer Screening or Blood Donation Appointment" form to authorize that the employee received the applicable screening or donated blood. The Verification Form must be forwarded to the Human Resource Services office by the end of the pay period in which the leave was taken.

As with any other absence, the employee should follow routine attendance reporting procedures, by calling the Substitute Teacher Registry (SubFinder) at 746-3367 or using WebConnect to report absences through the internet. Use reason #22 for Health Screening and #23 for Blood Donation. Absences exceeding the maximum number of hours allotted will be charged to the employee's leave accruals.

Contact:

If you had such a cancer screening on or after August 4, 2007 and took time off from work, please direct this and other related questions about these leaves to Kellie Petty at 581-3354 or 746-3354. It is particularly important that you do this immediately before June 5, 2008, so that your attendance balances for 2007-2008 can be adjusted.

We encourage you to have annual health screenings and, as always, would prefer that you do so outside of work hours whenever possible. However, please know that this option is available to you should you choose to use it. Thank you.