

TIME OFF FOR BREAST AND PROSTATE CANCER SCREENINGS

New York State Civil Service Law Sections 159 b and c entitles Village of Brockport employees to take up to four (4) hours of paid leave time annually. Male employees may be screened for both breast cancer and prostate cancer and are eligible for up to four (4) hours of paid leave time annually for each screen. The four (4) hours of paid leave time *includes* travel time to and from the screening site. Absences beyond four (4) hours must be charged to the employees **paid time off (vacation, sick or personal leave)**, if available or is unpaid. * The time-off credit will be for *actual* time used and employees should not automatically credit themselves with the four (4) hour maximum.

To properly request an absence, employees must:

- Complete sections 1 and 3, and sign Section 4.
- Have the medical provider complete Section 2.
- Submit the completed form to the Village Clerk for processing.

VERIFICATION OF TIME OFF FOR BREAST AND PROSTATE CANCER SCREENINGS

1. EMPLOYEE NAME (print) _____

2. MEDICAL PROVIDER (complete this section)

Medical Provider Name (print) _____

Medical Provider Address (print) _____

Medical Provider Signature _____

Date of Service _____ Time of Service _____ to _____

3. Total Screening Time (which includes travel time)

Depart Village of Brockport/Home _____ a.m. / p.m.

Arrive Village of Brockport/Home _____ a.m. / p.m.

Total Time _____ Hours (maximum of 4 hours)

4. I hereby certify that this request for time off from work is for obtaining a breast or prostate screening pursuant to Sections 159 b and c of New York State Civil Service Law.

Employee Signature _____ Date _____

Approved by Village Clerk _____ Date _____

*As allowed by federal and state compensation regulations for exempt employees