

New York State Law entitles all HFM BOCES employees to take up to four hours of paid leave annually, without charge to leave credits, for breast or prostate cancer screening. The screening includes physical exams specifically for the detection of breast or prostate cancer, including mammograms. Travel time is included in the four-hour cap. Absence beyond the four hours must be charged to leave credits. The leave is not cumulative and expires at the close of business of the last day of each fiscal year.

To properly request and document this absence, please complete the information below, including a signature from the provider's office, and return this form to your immediate Supervisor.

NAME _____

REQUEST FOR LEAVE SUBMITTED _____
(Date)

DATE/TIME OF APPOINTMENT _____
(Date/Time)

APPROVED _____
Supervisor's Signature

Failure to submit this form will result in either the docking of pay for the time or a deduction from the employee's leave time.

Employee Section:

I verify that on _____, _____, _____ at _____,
(month) (day) (year) (Location)

I underwent a breast or prostate cancer screening exam.

Employee Signature Date

Medical Provider Section:

_____ was seen for _____ prostate or _____ breast cancer screening with
Dr. _____ or at the _____ office on
_____, _____ at _____ o'clock.
(month) (day) (year)

Provider's Signature Date and Time

Location of Provider _____