



SALMON RIVER CENTRAL SCHOOL DISTRICT

BUSINESS OFFICE

637 Co. Rt. 1, Fort Covington, New York 12937 • Tel: (518) 358-6600 • Fax (518) 358-3492

Cancer Screening Leave Form

New York State Civil Service Law (Sections 159-b and 159-c) entitle all school district employees to take up to four (4) hours paid leave annually, without charge to any other accumulative leave for BREAST or PROSTATE CANCER screening. The screening includes physical exams specifically for the detection of breast or prostate cancer. Travel time is included in the four-hour cap. Absence beyond the four hours must be charged to a leave benefit day. The leave is not accumulative and expires at the close of business of the last day of each school fiscal year (7/1 to 6/30).

To properly document this absence, please complete the requested information below, including a signature from the provider's office and return this form to the Business Office.

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

Employee Section:

I, _____, verify that on _____ at
(Print Name) (Date)

_____, I underwent a breast/prostate cancer-screening exam.
(Location)

Medical Provider Section: Complete this section **or** attach providers' paperwork receipt.

_____ was seen for _____ prostate or _____ breast cancer screening

with Dr. _____ on _____, at
(Date)

_____ o'clock.

Provider's Signature

Date