

EAST ISLIP PUBLIC LIBRARY

To: All Staff

November 16, 2023

From: Matthew Wuthenow, Library Director

Re: Cancer Screening Leave

The New York State Law that entitles all employees to take up to four hours of paid leave annually, without charge to leave credits, for prostate and breast cancer screening has been expanded to cover all cancer screenings. 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.

Please fill out the "Request for Leave" form, placing "Cancer Screening" under the leave category once your appointment has been scheduled. To properly document this absence, please complete the information below, including a signature from the provider's office, and return this form to the Business Office. Thank you!

CANCER SCREENING LEAVE FORM

Employee Section:

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

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

Employee Signature

Date

Medical Provider Section:

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

Provider's Signature

Date