



# Westhampton Beach Union Free School District

## Request for Paid Leave Time for Mammogram or Prostate Cancer Screening

*Section 159-b of Chapter 566 of Civil Service Law allows employees to request time away from work for the purpose of completing a screening for breast (mammogram) or prostate cancer. This request may be made once per calendar year and may not exceed the time of the appointment plus travel time. The maximum allowable time is four hours.*

*Requests must be received by the Personnel Office at least two weeks prior to the appointment and require approval by the Assistant Superintendent for Personnel and Instruction or his designee. Once the leave time is approved, the employee is responsible for calling the substitute service and stating the date, time, and reason for their absence.*

*Employees will be required to have their medical provider complete and sign the Cancer Screening Verification Form provided by the Westhampton Beach School District. This documentation must be submitted to the Personnel Office within seven business days following the appointment. Failure to provide this documentation will result in the employee being charged sick time for the time away from work.*

**Name:** \_\_\_\_\_

**Date of Request:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Position:** \_\_\_\_\_

**Date of Cancer Screening Appointment:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Time of Cancer Screening Appointment:** \_\_\_\_\_

**Have you requested a cancer screening within the past twelve (12) months?**      **Yes**      **No**

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Assistant Superintendent:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

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**For Personnel Office Use only:**

Medical Documentation Received:      Yes      No



