



**Karen McMahon**  
Director of Human Resources

**TO: Leadership Team**

**FROM: Karen McMahon**

**SUBJECT: Leave for Breast and Prostate Cancer Screening**

**DATE: September 2008**

Governor David Patterson recently signed a bill granting BOCES employees excused paid leave for up to four hours annually for the purpose of breast cancer screening procedures and/or prostate cancer screening procedures.

Female employees are entitled to up to four (4) hours annually (per fiscal year) for the purpose of breast cancer screening.

Male employees are entitled to up to four (4) hours (per fiscal year) annually for the purpose of prostate cancer screening and up to four (4) hours annually (per fiscal year) for the purpose of breast cancer screening.

The entitlement is for up to four (4) hours of leave annually. If an employee is absent for more than four (4) hours on the date of the screening, then the time will either be unpaid or charged to an appropriate category of leave (if the employee has any such leave accrued).

Documentation is required. An employee using this leave entitlement must have a signed statement from the cancer screening facility. Procedure for the employee is as follows:

1. *Pre-approval by your immediate supervisor for the leave time.*
2. *Leave slip, accompanied by required documentation, submitted to employee's manager. Time off is to be designated under "Other Leave" and noted as "Cancer Screening."*

If you have any questions, feel free to contact me at 766-3823.

Thank you.

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