



Office of
Human Resources

Information Announcement

Leave for Cancer Screening

Effective March 18, 2018

March 16, 2018

Effective March 18, 2018, all public sector employees are entitled to a leave of absence for **all** cancer screening scheduled during the employees' regular work hours for up to four hours each fiscal year without a charge to leave credits. Prior to this date this leave was only available for Breast Cancer and Prostate Cancer screening. Cancer screening now includes physical exams, blood work or other laboratory tests for the detection of cancer. Travel time is included in this four-hour cap. Absence beyond the four-hour cap must be charged to leave credits.

Submission of satisfactory documentation that the employee's absence was for purposes of cancer screening is required to not be charged leave credits. Leave for cancer screening is not cumulative and expires at the close of business on the last day of each fiscal year.

Employees who undergo screenings outside their regular work schedules do so on their own time. For example, employees are not granted compensatory time off for cancer screenings that occur on pass days or holidays.

Employees must still follow departmental policies for requesting time off and complete the proper payroll documentation.

Please contact Terrie Cafferty in the Human Resources office at 607-766-3826 or email tcafferty@btboces.org if you have any questions and/or need assistance completing your timesheet.