



REQUEST FOR CANCER SCREENING TIME New York State A.06112D, S. 5181-B

New York State Civil Service law entitles employees to take up to four hours of paid leave annually, without charge to leave credits for cancer screening of any kind. Travel time is included in the four-hour cap. Absences beyond the four hours must be charged to leave credits. Employees who undergo screenings outside their regular work schedule do so on their own time.

To properly request this absence, please complete the information below.

To be completed by employee (please print):

Employee name: _____

Date of service: _____

Time expected to be absent from work (include travel time)

From: _____ To: _____

I hereby certify that this request for time off from work is for the purpose of obtaining a cancer screening pursuant to Sections 159-b and or 159-c of The New York State Civil Service Law.

Signature of Employee

Date

Administrator Signature

Date

Please detach and return this certification within five (5) days of your cancer screening in order to receive payment for your screening as an excused absence.

Certification of Health Care Provider

Patient name (please print): _____

This is to certify that I have provided a cancer screening of the individual listed above on _____ (date) at _____ (time).

Signature of Health Care Provider

Date