

CAYUGA COUNTY POLICY MANUAL
Section 29-b

Subject: Workplace Health Policies
Effective Date: 5/25/10; Res. 255-10
Supersedes Policy of: December 2007

Policy Title: Cancer Screening Leave

Objective: To urge county employees to practice preventive healthcare by encouraging them to be screened for breast, colorectal, and prostate cancer.

Policy:

- A. **Breast and Colorectal Cancer Screening:** All county employees are allowed up to four hours of paid leave annually for the screening of both colorectal and breast cancer. The parameters include:
- The leave is for both men and women.
 - Breast cancer screening includes physical exams and mammograms for the detection of breast cancer.
 - Colorectal cancer screening includes physical exams and a Colonoscopy for the detection of colorectal cancer.
 - The leave time allowable is granted for up to four (4) hours for breast cancer and up to four (4) hours for colorectal cancer screening during the course of a year; you cannot carry it forward to the next year.
 - Breast and colorectal cancer screening leave cannot be donated to the emergency pool or transferred.
 - Each January 1, a new four (4) hour leave entitlement for breast screening and a new four (4) hour leave entitlement for colorectal screening is granted.
 - Leave for breast and colorectal cancer screening is paid time off that cannot be chargeable to any leave accrual time including sick time. This paid time off is in addition to existing leave accruals.
 - Travel time allotted for breast and colorectal cancer screening includes travel time to and from the appointment and any subsequent follow-up visits.
 - Absence beyond the four (4) hours is chargeable at the discretion of the employee to another appropriate leave accrual or may take unpaid leave.
 - Employees who undergo screenings outside their regular work schedule do so on their own time.
 - Employees are not granted compensatory time off for cancer screenings that occur on pass days or holidays.
 - Employees are required to submit a completed Breast/Colorectal Cancer Screening form.

- The form should be placed in an envelope and attached to the time sheet. Employees have the right to ask that this documentation be kept confidential with only those required to grant approval and/or certify time and attendance reports having access.
- Employees will note on their time sheet that he/she was not at work and the supervisor will initial and approve, indicating that the cancer screening leave is accepted and no leave accruals are to be adjusted.
- The Breast/Colorectal Cancer Screening form is available in the Human Resources Office and in your home department.

B. Prostate Cancer Screening: All county employees are allowed up to four hours of paid leave annually for the screening of prostate cancer. The parameters include:

- The leave is for men.
- Prostate cancer screening includes physical exams and tests completed for the detection of prostate cancer.
- The leave time allowable is granted for up to four (4) hours during the course of a year, you cannot carry it forward to the next year.
- Prostate cancer screening leave cannot be donated to the emergency pool or transferred.
- Each January 1, a new four (4) hour leave entitlement is granted.
- Leave for prostate cancer screening is paid time off that cannot be chargeable to any leave accrual time including sick time. This paid time off is in addition to existing leave accruals.
- Travel time allotted for prostate cancer screening includes travel time to and from the appointment and any subsequent follow-up visits.
- Absence beyond the four (4) hours is chargeable at the discretion of the employee to another appropriate leave accrual or may take unpaid leave.
- Employees who undergo screenings outside their regular work schedule do so on their own time.
- Employees are not granted compensatory time off for prostate cancer screenings that occur on pass days or holidays.
- Employees are required to submit a completed Prostate Cancer Screening form.
- The form should be placed in an envelope and attached to the time sheet. Employees have the right to ask that this documentation be kept confidential with only those required to grant approval and/or certify time and attendance reports having access.
- Employees will note on their time sheet that he/she was not at work and the supervisor will initial and approve, indicating that the prostate cancer screening leave is accepted and no leave accruals are to be adjusted.
- The Prostate Cancer Screening form is available in the Human Resources Office and in your home department.

(Note: Policies shall be distributed to all County Departments after review, every two years from their adoption dates.)

BREAST/PROSTATE/COLORECTAL CANCER SCREENING

LEAVE REQUEST FORM

I am submitting this form as I have undergone a screening exam for: *(check one)*

- breast cancer
- prostate cancer
- colorectal cancer

Date of Appointment

Duration of appointment

Name and address of medical office

Signature

(Doctor, Medical Office Personnel, or Nurse)

Date

I affirm that the statements made on this form are true and correct under penalty of law.

For total travel time

(Employee Signature)

(Date)