



**Oyster Bay-East Norwich Central School District  
1 McCouns Lane, Oyster Bay, New York 11771**

**Cancer Screening  
Request for Leave Form**

Effective March 18, 2018, Civil Service Law Section 159-b was amended to allow excused leave for all types of cancer screenings. Employees are entitled to four (4) hours of paid leave on an annual basis, to undertake a screening for any type of cancer without such leave being deducted from accrued sick leave or any other accrued leave. Please note travel time is included in the cap.

Please complete the requested information and submit it to your **Building Principal at least two weeks prior to your appointment**. Once approved, the day should be entered in Frontline as a Sick Day. Please bring the form, signed by your Building Principal to your appointment. When the form is received by Central Administration, the day will be credited to your bank.

A doctor's note may be submitted in lieu of the form if it contains substantially the same information identified in the form.

Every reasonable effort should be made to schedule cancer screenings outside of your regular work hours. When you return to work, please be sure to give the completed form to your building's main office.

I intend to take up to a 4 hour leave on \_\_\_\_\_ (Date) for the purpose of obtaining a cancer screening.

I work in \_\_\_\_\_ (Building).

Employee Name: \_\_\_\_\_ (Print). Position: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**To be completed by Principal/Supervisor:**

Date: \_\_\_\_\_ Supervisor Signature: \_\_\_\_\_

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**Verification of Appointment** (to be completed by Screening Facility):

Patient's Name: \_\_\_\_\_

Appt Date/Time: \_\_\_\_\_ CANCER SCREENING

Healthcare Professional's Printed Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Healthcare Professional's Signature: \_\_\_\_\_ Date: \_\_\_\_\_