

**LEVITTOWN SCHOOL DISTRICT
"SUCCESS FOR EVERY STUDENT"**

**Excused Leave for Cancer Screening
Instructional & Non-Instructional Staff**

NYS Civil Service Law entitles employees to a maximum of four hours of paid leave annually for cancer screening scheduled during the employees' regular work hours. Cancer screening includes physical exams, blood work, and mammograms for the detection of breast, cervical, or prostate cancer. Travel time is included in this four-hour gap. Appropriate medical documentation is required for this leave during the work day. **Physician's stamp must be included.**

Employee _____ **Building** _____

Date: _____ **Time:** _____

Physician's Signature: _____

Physician's Stamp:

Please check the appropriate box:

Breast/Cervical Cancer Screening Prostate Cancer Screening
rev 7/09

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