

Croton-Harmon Union Free School District

Verification of Cancer Screening Appointment

To Be Completed by Employee:

Employee Name: _____ Date of Birth: _____

Address: _____

Telephone Number: _____

This is to verify that I appeared at: _____ (name of facility)
on: _____ (date) at: _____ (time)

For the purpose of screening for:

Breast Cancer

Prostate Cancer

To be completed by a representative of the Screening Facility:

Printed Name: _____

Signature: _____

Contact telephone: _____

Physician Stamp: _____

Return completed form to the District Office

Croton-Harmon Union Free School District

Cancer Screening Leave Request Form

Name: _____ Title: _____

Date Submitted: _____ Department: _____

Gender: Male _____ Female _____

Regular Hours of Employment: _____

Date and Time of Screening Appointment:

Date: _____ Time: _____

*Leave Requested:

From: _____ am/pm To: _____ am/pm

****This appointment must not exceed four (4) hours for one screening or (8) hours for men getting both screenings. One hour preceding your appointment time will be allowed for travel. If leave time exceeds the allotted time, the District Attendance Office will use any accrued available time, either sick, personal or vacation, in that order to ensure that an employee does not lose pay for any portion of the day. If no accrued time is available for use, pay for the day will be limited to the allotted time.***

This cancer screening leave is limited to:

1. Up to one four-hour period annually (between 7/1 and 6/30) for female employees for the purpose of breast cancer screening.
2. Up to two four-hour periods annually (between 7/1 and 6/30) for male employees who choose to have both breast cancer and prostate cancer screening.

DOCUMENTATION:

The employee must fill out the "Verification of Cancer Screening Appointment" form attached and have it signed by a representative of the screening facility. The completed form must be returned to the Main Office.

Form turned into Building Principal:

Principal's Signature: _____ Date: _____