

WEST HEMPSTEAD UNION FREE SCHOOL DISTRICT

REQUEST FOR CANCER SCREENING TIME

I am making the following request in accordance with New York Civil Service Law granting the right to 4 hours of paid leave time annually to obtain a screening for cancer without charge to accruals.

I will be: leaving early
 arriving late
 will be absent

on _____ (enter date) so that I can be screened for cancer. I understand that no more than four hours per calendar year may be taken without charge to accruals; as such please note this absence accordingly.

Proof of the cancer screening will be attached to this form.

Thank you.

Employee Name
(Please Print)

Date