

Cancer Screening Leave Request Form

Please print

Name: _____		Title: _____	
Date Submitted: _____			
Department: _____		Building: _____	
Gender: <input type="checkbox"/> Male		<input type="checkbox"/> Female	
Date and time of Screening Appointment:			
Date: _____		Time: _____	
*Leave requested			
from: _____ a.m./p.m		to: _____ a.m./p.m.	
<p>*This time must <u>not</u> exceed four (4) hours. One hour preceding your appointment time will be allowed for travel. If leave time exceeds four (4) hours, you will be charged 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 four hours plus time .</p>			

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 one four-hour period annually (between 7/1 and 6/30) for male employees for the purpose of breast cancer screening.
3. Up to one four hour period annually (between 7/1 and 6/30) for male employees for the purpose of 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 your Supervisor's secretary.

Form turned into Supervisor:

Date: _____

Supervisor Signature: _____

**Verification of Cancer Screening Appointment
(Return completed form to your Supervisor's secretary)**

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: _____