

# Buffalo & Erie County Public Library

## PERSONNEL POLICIES AND PROCEDURES MANUAL

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**SUBJECT: Leave for Cancer Screening**

**CHAPTER: VII**

**SECTION: 14**

**EFFECTIVE DATE: 9/06**

**REVISION DATE: 8/07, 9/08, Modified for the B&ECPL effective 1/1/15, 3/18/18**

### I. STATEMENT OF POLICY

All employees are entitled to paid excused leave from work to undertake screening examinations for cancer. Such excused leave shall not exceed four (4) hours for cancer screening on an annual, calendar year basis. This paid, excused leave shall not be charged against any other leave time to which an employee may otherwise be entitled.

### II. GUIDELINES

#### A. Requesting Leave for Cancer Screening

All employees taking time off for cancer screening purposes are required to provide their department head or designee with sufficient notice in order to address staffing considerations.

B. Documentation

1. Employees are required to complete a Cancer Screening Leave Request form prior to taking leave for cancer screening.
2. After the examination, the employee must provide a signed and dated Certification of Health Care Provider form to their department head or designee when submitting their time sheet, to indicate that their absence was for cancer screening purposes.