

Cancer Screening Leave Request Form

Please print

Name:		Title:	
Date Submitted:			
Department:		Building:	
Gender: <input type="checkbox"/> Male		<input type="checkbox"/> Female	
Regular Hours of Employment:			
Date and time of Screening Appointment:			
Date: _____		Time: _____	
*Time requested off from: _____ to: _____			
<p>*This time must <u>not</u> exceed four (4) hours, not to exceed your appointed hours. If time taken off does exceed four (4) hours, the District Attendance Office will use any accrued available time, either sick, compensatory, 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 four hours.</p>			

This cancer screening leave is limited to:

1. Four (4) hours annually (one four hour period annually between 7/1 and 6/30) for female employees for the purpose of breast cancer screening.
2. Four (4) hours annually (one four hour period annually between 7/1 and 6/30) for male employees for the purpose of breast cancer screening.
3. Four (4) hours annually (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 attached page entitled “Verification of Cancer Screening Appointment” and have it signed by a representative of the facility.

Form turned into Supervisor:

Date: _____ **Supervisor Signature:** _____

Verification of Cancer Screening Appointment

To be completed by Employee:

Employee Name: _____

Date of Birth: _____

Address: _____

Telephone Number: _____

This is to verify that the above identified employee appeared

at: _____ (*Name of Facility*)

on: _____ (*Date*)

at: _____ (*Time*)

for the purpose of screening for:

Breast Cancer

Prostate Cancer

To be completed by the Screening Facility:

* Name of person at facility who can verify appointment:

Printed Name: _____

Signature: _____

Contact Telephone: _____

Physician Stamp: _____