

# ONTEORA CENTRAL SCHOOL DISTRICT

## Employee Request for Excused Medical Leave

Effective March 18, 2018, the leave time that is provided under Civil Service Law has been expanded to cover screening for any type of cancer, provided that the screening takes place during the employee's regular work hours. The maximum amount of time the employee can take is still 4 hours per school year.

**Directions:** Complete Part 1 and have Part 2 completed by your physician. All employees should notify their supervisor prior to their screening and follow all routine attendance reporting procedures, including completing a Request for Leave of Absence form requesting a half day for Medical Screening. Also, non-instructional employees mark your timesheet as "screening" for the time taken. Sign the bottom portion of this form and return the form to Personnel prior to the end of the pay period after your appointment. If you have questions related to your request for excused medical leave, please contact the Business Office at 657-8499.

### Part 1- To be completed by employee:

Employee Name \_\_\_\_\_ Date \_\_\_\_\_  
(Print) (of screening)

Cancer screening (max 4 hours annually) \_\_\_\_\_

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### Part 2- To be completed by employee's physician or medical facility:

\_\_\_\_\_ was seen on \_\_\_\_\_  
Employee name (print) date (mm/dd/yyyy)

at \_\_\_\_\_ o'clock by \_\_\_\_\_  
time of appt. Physician name OR Medical Facility (print)

\_\_\_\_\_  
Physician signature

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\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date submitted