



WASHINGTONVILLE CENTRAL SCHOOL DISTRICT

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Paul Nienstadt, *Assistant Superintendent for Operations and Safety*
Lynn Imperato, *Director of Personnel and Staff Development*

VERIFICATION OF CANCER SCREENING APPOINTMENT

New York State Civil Service Law entitles all district employees to take up to four hours of paid leave annually without charge to leave credits, for all types of cancer screening, including breast or prostate cancer screening. The screening could include physical exams, blood work or other testing specifically for the detection of cancer, including mammograms. Travel time is included in the four-hour cap. Absence beyond the four hours must be charged to leave credits or the time will be docked. The leave is not cumulative and expires at the close of business of the last day of each fiscal year.

To properly document this absence, please complete the information below, including a signature from the provider's office, and return this form to the Personnel Office.

Failure to submit this form will result in either the docking of pay for the time or a deduction from the employee's leave time.

Employee Section:

I, _____, verify that on _____, I
(Print name) (Date)

underwent a cancer screening exam at the offices of _____,
(Name of medical provider)

located at _____.
(Address)

Employee Signature

Date

Medical Provider Section:

_____ was seen for _____ cancer
(Patient name) (Type of screening)

Screening with Dr. _____, or at the _____ office, on

_____, at _____ o'clock.
(Date) (Time)

Provider's Signature

Date