



Explanation of Health Screening Days

The law allows municipal and school district employees up to four hours per calendar year for the purpose of obtaining cancer screening. Employees will be allowed sufficient time to leave school to get to their appointment, time for the appointment and sufficient time to return to work.

Employees are required create their absence in Frontline as a “Health Screening Day” and attach any additional relevant information about the screening in the “Notes to Administrator” section. While at the physician’s office, employees are required to have the doctor complete the Verification of Cancer Screening Form, which can be found on the Glens Falls School District website under the “Human Resources” section. The completed Verification of Cancer Screening Form needs to be returned to Human Resources within one week from the date of the appointment.

Failure to return the completed Verification of Cancer Screening Form within the one week will either result in a loss of pay for the time missed or a deduction from the employee’s leave time. If the time missed from school is determined to be excessive, it will either result in a loss of pay for the time missed or a deduction from the employee’s leave time.



VERIFICATION OF CANCER SCREENING

To be completed by the Employee

Employee Name _____

Address _____

This is to verify that I appeared at:
(Doctor/Facility) _____

on: (date) _____ from (time) _____ to _____

for the purpose of: _____ Breast cancer screening _____ Prostrate cancer screening
and/or _____ Other cancer screening.

Employee's Signature _____ Date _____

To be completed by the Medical Provider

(Name) _____ was seen for the purpose of:
_____ Breast cancer screening _____ Prostrate cancer screening
and/or _____ Other cancer screening

on: (date) _____ from (time) _____ to _____

Physician's Name (printed) _____

Telephone Number _____

Physician's Signature _____ Date _____

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

The employee must return this completed form to the Business Office within one week from the date of the requested leave.