



BREWSTER CENTRAL SCHOOL DISTRICT

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Request for Cancer Screening

- ❖ Legislation enacted in December 2017 (Chapter 465, Laws of 2017) entitles employees to take **up to four hours of paid leave annually for cancer screening**. This law encompasses ALL types of cancer screening appointments, not just mammograms.
- ❖ Staff seeking to use this code are asked to follow the protocol below:
 1. Input your absence in AESOP as a 1/2 sick day.
 2. Complete the top portion of this form and give it to your immediate supervisor at least (1) one week prior to your scheduled appointment.
 3. When you go to your appointment, bring this cancer screening form with you for the doctor/service provider to complete the bottom portion.
 4. After your appointment, submit the completed form to your immediate supervisor.
 5. The form will be sent by the school/building to the district and Jennie Alvarado-Gonzalez will change the 1/2 sick day to Cancer Screening. Therefore, you will get your 1/2 sick day back.

Employee Name (Print)	Building/Location	Date of the Appointment	Time of the Appointment

Employee's Signature

Date

Supervisor's Signature

Date

For Physician/Service Provider Use Only

_____ appeared in my office on _____

Employee's Name

Date

at _____ a.m./p.m. (circle one) to obtain a cancer screening.

Time

Physician's/Service Provider's Signature

Date