Nyack Public Schools
Human Resources Office

Request for Paid Leave Time for Cancer Screening

In accordance with state law, the District will provide employees with up to four (4) hours of paid leave time for the purpose of cancer screening. If you intend to obtain this cancer screening during your normal work hours, you must complete this form bring it to your appointment. Your doctor must fill in the date and time of your appointment and sign the form. When you return to work, please send the completed form to the HR Office.

Absence cannot be longer than 4 hours. If it is longer, you will be docked from your sick or personal days. To the extent possible employees are encouraged to make appointments at the beginning or the end of the day.

You are responsible to call a substitute through AESOP.

_____ _____ _____
Name (Printed) Position Building/Location

_____ _____
Date of Screening Time of Screening

_____ _____
Employee's Signature Date

Physician's Statement:

_____ appeared in my office on _____ at
Date

_____am/pm (circle one) to obtain a cancer screening.

_____ _____
Physician's signature Date