

LEAVE FOR PROSTATE CANCER SCREENING

NYS Department of Civil Service; Legislation enacted in July 2004 (Chapter 237, Laws of 2004) amended the Civil Service Law to add Section 159-c.

Employees of Tompkins County are entitled to take up to four (4) hours of paid leave each calendar year, without charge to leave credits, for the purpose of prostate cancer screening scheduled during the employees' regular work hours.

Male employees are eligible for this benefit;

Prostate cancer screening includes physical exams and blood work, and subsequent follow-up visits if required, for the detection of prostate cancer;

Travel time is included in this four (4) hour cap;

Employees who undergo screenings outside their regular work schedule do so on their own time;

Absence beyond the four (4) hour cap must be charged to leave credits, or be unpaid (employees are not granted compensatory time off for prostate cancer screenings that occur on a day off or a holiday); and

Leave for prostate cancer screening is not cumulative and expires at the close of business on the last day of each calendar year.

Employees must comply with County, Department, and applicable Collective Bargaining Agreement leave policies and practices, and follow the customary leave procedures for their unit/department.

An employee must provide satisfactory medical documentation that the absence was for the purpose of screening for prostate cancer, by submitting a completed "Excused Leave Form". Failure to provide appropriate documentation may result in a charge to accrued leave credits