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**DIRECTOR OF HUMAN RESOURCES**

October 9, 2008

**Memo To:** All WCSD Employees  
**From:** Joanne Sereda, Director of Human Resources  
**Re:** **Leave Time for Cancer Screening**

The purpose of this memo is to notify you of a New York State law that impacts your employment.

Employers are required to offer employees time off from work each year to obtain a screening for breast cancer and to obtain a screening for prostate cancer. An employee is eligible for a maximum of four hours leave per year for an applicable screening. The leave is not charged to the employee's leave credits.

If you schedule your annual screening during work hours and wish to exercise this option, you must submit both parts of the form on the reverse side of this page. If you do not submit both parts of the form, your time will be charged to available leave credits (Sick, Personal, Vacation, in that order).

Submit Part 1 of the form to the Office of Human Resources as soon in advance of your appointment as possible. Submit Part 2 of the form to the HR Office within one week following the screening.

As with any other absence, you should follow routine attendance reporting procedures, such as notifying your supervisor and/or the sub service. The absence code for timesheet reporting and for calling the sub service is Cancer Screening (or CS abbreviated).

Additional forms are available from the HR Office.

