



**PATCHOGUE-MEDFORD LIBRARY  
BREAST CANCER/PROSTATE CANCER SCREENING**

The Board of Trustees of the Patchogue-Medford Library acknowledges the importance of the screening and early detection of breast and prostate cancer. Changes to the NY State Civil Service law reflect the importance of this issue on a statewide level.

The following procedure and guidelines will govern the use of excused leave time for breast cancer and prostate cancer screening:

- Employees will be allowed time to undertake screening for breast cancer or prostate cancer, not to exceed four hours on an annual basis. This time will be excused leave with pay and shall not be charged against any other leave entitlements the employee may have. Absence beyond the four-hour cap may be charged to the employee's leave credits or will be without pay if the employee has no leave credits.
- Leave for breast cancer and prostate cancer screening is not cumulative and expires at the close of business on the last day of each fiscal year (June 30).
- Employees are entitled to a leave of absence for screenings scheduled during the employees' regular work hours. Employees who undergo screenings outside their regular work schedule do so on their own time.
- Documentation that the employee's absence was for the purpose of screening for breast or prostate cancer will be required.
- Employees are required to submit a completed "Verification of Time Off for Breast Cancer and Prostate Cancer Screening" form to the Business Office.
- Employees should follow all other routine attendance and scheduling procedures with their Department Heads.

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