



St. Lawrence County
HUMAN RESOURCES DEPARTMENT
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**St. Lawrence County's
Cancer Screening (effective March 18, 2018)
Policy and Procedures**

Governor Cuomo signed Assembly Bill A02830B which amends civil service law 159-b and repeals civil service law 159-c. The new law states that, effective March 18, 2018 all county employees are allowed up to four (4) hours of paid leave annually for screening of cancer. This replaces the previous allotments for breast cancer screening and prostate cancer screening and applies to **all** cancer screenings.

The following sets forth basic overall parameters to follow for these leave provisions. In addition, the County will require that the employee provide to their supervisor a signed leave request form prior to the time being requested off. The employee will indicate on this form they are utilizing the "Cancer Screening" leave provision. The County's leave system will track these leave provisions by using a specific code and setting the usage limit to four (4) hours for Cancer Screening annually.

The basic parameters include:

- The leave is for county employees for cancer screening.
- The leave time allowable is granted for up to four (4) hours for cancer screening in a calendar year. The leave time cannot be accumulated from year to year.
- Leave for cancer screening is paid time off and it will not be charged to any other leave time including sick leave credits. This is paid time off in addition to existing negotiated paid leave provisions.
- The time allotted for cancer screening leave includes travel time to and from the appointment and any subsequent follow-up consultation visits.
- Any time taken for this purpose above and beyond four (4) hours for cancer screening is chargeable to other leave credits.
- Employees who undergo cancer screening outside their regular work schedule do so on their own time.
- The County requires that the employee provide their supervisor/department head with a written time off request documenting the use of "Cancer Screening" leave provision prior to the date of the examination, if practicable.
- Each department **shall** require a doctor's statement, receipt issued by the clinic, etc. as proof that screening has occurred.
- This documentation will be kept confidential with only those required to grant approval or certify time and attendance reports having access.
- All employees are required to meet the requirements the County has put into effect for the documentation of this leave, with confidentiality requirements of HIPAA and their collective bargaining agreements maintained.

Should you have any questions, please call the Human Resources Department at 379-2210.

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