



SYRACUSE CITY SCHOOL DISTRICT

Pamela J. Odom, Superintendent of Schools

Office of Human Resources

Timothy Manning, Chief Human Resources Officer

REQUEST FOR PAID LEAVE TIME FOR CANCER SCREENING

If you obtain a cancer screening during your normal work hours,
this form must be completed in order for you to be granted leave with pay.

In accordance with New York State Civil Service Law §159-b, the Syracuse City School District will permit employees to take up to four (4) hours of paid leave annually for the purpose of undergoing cancer screening. These four (4) hours are intended to be used only for the actual screening and reasonable travel time.

APPROVAL PROCESS

STEP 1:

Enter your absence into *Oracle* using the reason "Paid Time Off" and the detail reasons should be "Cancer Screening". The time will come out of your PTO balance until the form is turned into HR.

STEP 2:

Take this form to your physician's office for validation.

STEP 3:

When you return to work, forward the completed form to: **Office of Human Resources** at the email or address listed below.

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To Be Completed By Employee: (Please Print)

Name: _____ Employee ID: _____
Appointment Date: _____ Appointment Time: _____

To Be Completed by Doctor's Office: (Please Print)

_____ was seen on _____
Patient's Name Date (mm/dd/yyyy)

from _____ am/pm to _____ am/pm by _____
Physician Name

_____ Business Address _____ Business Phone Number

Physician or Authorized Representative's Signature

RETURN Completed form to: Office of Human Resources