

**Office for Human Resources
PATCHOGUE-MEDFORD SCHOOLS
241 South Ocean Avenue
Patchogue, NY 11772
(631) 687-6340**

Request for Paid Leave Time for Cancer Screening

In accordance with state law, the District will provide employees with up to four (4) hours of paid leave time annually for the purpose of obtaining a screening for cancer. **If you intend to obtain this cancer screening during your normal work hours, you must complete this form at least one (1) week prior to your doctor's appointment and submit it to your immediate supervisor for his/her signature.** After your supervisor signs this form, it will be returned to you. You must bring it to your doctor. Your doctor must fill in the date and time of your appointment and sign the form. When you return to work, please send the completed form to the Office for Human Resources.

First Name: _____ Last Name: _____ Position: _____
Building Location: _____ Date and Time of Doctor Appointment: _____

Signature

Date

Supervisor's Signature

Date

Physician's Statement

(Name) _____ appeared in my office on

(date) _____ at (time) _____ a.m./p.m. (circle one)

to obtain a cancer screening.

Physician's Signature

Date