

MEMO

DEPARTMENT OF HUMAN RESOURCES

To : **Ann**

From :

CANCER SCREENING:

Employees are entitled to a maximum of four (4) hours of excused paid leave for cancer screening on an annual basis between July 1st and June 30th.

Cancer Screening leave:

One four (4) hour period on an annual basis between July 1st and June 30th.

Employees are not entitled to compensatory time for screening outside their regular work schedule. Employees should note that taking the maximum amount (4 hours) of excused paid leave for cancer screening reduces their work day; therefore, employees may not be entitled to a meal period during that particular work day.

REQUIRED DOCUMENTATION:

Employees must provide a signed and dated statement from a healthcare provider (HCP) or a physician's office, indicating the date and time of the screening. The statement must be submitted to the Department of Human Resources (DHR) no later than 10 business days after the screening date.

A written statement from the HCP or physician's office must be submitted to the DHR. The statement must include the employee's name, the date and time of the screening, and the HCP's signature and title. The statement must be submitted to the DHR no later than 10 business days after the screening date.

