

To: ALL EMPLOYEES

FROM: HUMAN RESOURCES / PAYROLL

SUBJECT: CANCER SCREENING

Effective August 2, 2007 the State of New York passed legislation guaranteeing all State, County and Municipal employees up to four hours excused leave time **annually** for a Mammogram or Prostate cancer screening. District employees may take such excused leave on an annual basis, between July 1 and June 30.

Employees are required to notify their supervisor in **advance** of a scheduled appointment, unless the appointment is made on an emergency basis. Employees are encouraged to schedule appointments at the beginning or the end of the day in order to facilitate substitute coverage where needed.

Employees will report actual time (hours) off. To record the absence time on a regularly scheduled work day the navigation in the Peoplesoft / Time and Labor module is as follows:

Employee Self Service>RecordTime>ReportWeeklyElapsedTime Enter the number of hours absent; four (4) is the maximum number allowed Click on the drop down arrow for the Time Reporting Code and select Miscellaneous Paid Leaves Click on the <u>More</u> option Click on the drop down arrow for the Override Reason Code and select Cancer Screening Click the Okay button Click the Save button
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**Proof** of the appointment is required in order for the absence to be approved. Documentation on the Doctor or Medical facility's letterhead that includes the employee name, appointment date and time will need to be attached to the Request for Absence form and forwarded to the immediate supervisor / manager for approval and retention of the documentation.

Process for handling claims going back to August 2, 2007

Employees who used their illness, personal and/or vacation time between the period August 2, 2007 to February 15, 2008 to cover their absence for a Mammogram or Prostate screening attended appointment will be able to submit a payroll time sheet with the proof of the appointment attached so the absence time taken and recorded in Time and Labor can be restored as appropriate. Please ensure the manager signs the time sheet before submitting it to the Payroll office for processing.

The deadline for submission of the payroll time sheet is **Monday, March 31, 2008**. Please forward the paperwork to Elizabeth Cammilleri, Payroll Department - Central Office / 1 Floor. The payroll time sheet can be found in the public drive (P:) in the folder titled Time and Labor Documents.

Any questions please contact Elizabeth Cammilleri at 262-8331.

**Joanne Giuffrida**  
*Chief Human Resources Officer*

**Elizabeth R. Cammilleri**  
*Supervisor, Payrolls*