



Office of  
General Services

Business  
Services Center

## Information Announcement

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# Leave for Cancer Screening Effective March 18, 2018

**March 8, 2018**

Currently, employees can take up to four hours of paid leave (without charge to leave credits) each calendar year for screening for Breast Cancer or Prostate Cancer. Starting March 18, 2018, employees will be allowed a total of four hours of paid leave (without charge to leave credits) each calendar year for screening for **all** cancers. Employees are not required to have Attendance Rules coverage to be granted this paid leave.

Cancer screening includes physical exams, blood work or other laboratory tests for the detection of cancer. Travel time is included in this four-hour cap. Absence beyond the four-hour cap must be charged to the employee's leave credits.

Employees are entitled to a leave of absence for cancer screening scheduled during their regular work hours. If an employee undergoes cancer screenings outside their regular work hours, they do so on their own time.

Employees will continue to use code 1500-Breast Cancer Screening or 1501-Prostate Cancer Screening on their timesheet until March 17, 2018. On March 18, 2018, employees should no longer use these codes but instead use the new code that will be available, 1518-Cancer Screening, on their timesheet. During calendar year 2018, total hours charged on your timesheet to 1500-Breast Cancer Screening, 1501-Prostate Cancer Screening, and 1518-Cancer Screening cannot exceed the four-hour cap.

The Civil Service Attendance and Leave Manual Policy Bulletin 2018-02 Leave for Cancer Screening can be found at [https://www.cs.ny.gov/attendance\\_leave/PolBull18-02.cfm](https://www.cs.ny.gov/attendance_leave/PolBull18-02.cfm).

Please contact the Business Services Center's Time and Attendance Unit at (518) 457-4272 or [BSCTimeAdmin@ogs.ny.gov](mailto:BSCTimeAdmin@ogs.ny.gov) if you have any questions and/or need assistance completing your timesheet.