

RIVERHEAD CENTRAL SCHOOL DISTRICT

700 Osborn Avenue
Riverhead, NY 11901-2996



PERSONNEL DEPARTMENT

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 cancer screenings. If you intend to obtain a 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 and stamp the form. When you return to work, please send the completed form to the Personnel Department.

First and Last Name (PRINT)

Position

Building Location

Date and Time of Doctor Appointment

Signature and Date

Total Leave Time Used

Supervisor's Signature

Date

PHYSICIAN'S STATEMENT

_____ appeared in my office on _____ at _____
(Patient Name) (Date) (Time)

to obtain a cancer screening.

Physician's Signature and Date

Provider's Stamp