Eastport/South Manor Central School District
Personnel Office

Request for Paid Leave Time for Breast and/or Prostate Cancer Screening

In accordance with state law, the district will provide employees with up to four (4) hour of paid leave time for the purpose of obtaining breast and/or prostate cancer screening. 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 Personnel Office.

_____ _____ _____
Name Printed Position Building/Location

_____
Date and time of doctor appointment

_____ _____
Signature Date

_____ _____
Supervisor's signature Date

Physician's Statement:

_____ appeared in my office on _____, 20 at

_____ a.m./p.m. (circle one) to obtain breast and/or prostate cancer screening.

_____ _____
Physician's signature Date