



**CITY OF AUBURN
OFFICE OF THE CITY MANAGER**

Title of Policy: Policy Regarding Cancer Screening	Number:
Effective Date: February 17, 2022	Revision Date:
Department: Human Resources	Approved By:  

POLICY

PURPOSE: The purpose of this policy is to provide City employees with guidance related to cancer screening so that the City may comply with Civil Service Law Section 159-b.

RESPONSIBILITY:

City employees are responsible for:

- Requesting leave from work for cancer screening in accordance with already established Departmental processes and procedures relating to time-off; and
- Providing supervisors and human resources with copies of a fully-completed and executed Cancer Screening Request Forms.

POLICY

- Civil Service Law Section 159-b entitles paid leave to undertake a cancer screening for all City of Auburn Employees.
- Leave is not to exceed four (4) hours annually. Leave shall be taken in separate shorter increments of time, if needed.
- The leave shall be “excused leave” and shall not be charged to any accruals the City Employee may have accumulated.
- The Cancer Screening Leave Request Form shall be submitted to supervisors or Department Heads and, also, human resources. This form must be signed by the Doctor, Medical Office Personnel, or Nurse. Forms will be available through your supervisor, HR, and Payroll.



City Of Auburn

Cancer Screening Leave Request

Date of Appointment: _____

Name and Address of Medical Office: _____

Name and Title of Medical Personnel: _____

Signature of Medical Personnel: _____

Employee Statement of Affirmation:

I am submitting this Cancer Screening Leave form as I have undergone Cancer Screening on the date noted above. I affirm all statements made on this form are true and correct under penalty of law.

Employee Name: _____

Employee Signature: _____

Date: _____