



**The College at Brockport
State University of New York**

Category:

Office of Human Resources

Responsible Office:

Payroll

Policy Title:

Leave for Prostate Cancer Screening

Policy:

Every employee shall be entitled to absent themselves and shall be deemed to have a leave of absence from their duties for a sufficient period of time, not to exceed four hours on an annual basis, to undertake a screening for prostate cancer.

Procedure:

Prostate cancer screening includes physical exams and blood work for the detection of prostate cancer. Travel time is included in this four-hour cap. Absence beyond the four-hour cap must be charged to leave credits.

Employees are entitled to a leave of absence for prostate cancer screening scheduled during the employees' regular work hours. Employees who undergo screenings outside their regular work schedules do so on their own time. For example, employees are not granted compensatory time off for prostate cancer screenings that occur on pass days or holidays.

Employees are not required to have Attendance Rules coverage to be granted this leave with pay.

Forms:

Employees will be required to submit satisfactory medical documentation with their timesheet, showing that the absence was for the purpose of screening for prostate cancer.