

## Breast/Prostate Cancer Screening Policy

In 2006 the State Legislature passed and the Governor signed a bill that provided County employees a maximum of four hours paid excused leave annually to obtain a screening for breast cancer. This bill was amended in 2007 to include prostate cancer screening. County employees are entitled to a maximum four hours paid excused leave each year for each screening, prostate cancer screening and breast cancer screening. The leave time for prostate cancer screening and breast cancer screening is in addition to all other negotiated leave time provided to County employees and should not be charged to any other accumulated fringe benefit leave.

- Breast cancer screening leave is for both men and women
- Leave time is granted for up to four hours on an annual basis. The leave time cannot accumulate from year to year.
- Annual is defined as January 1<sup>st</sup> to December 31<sup>st</sup>.
- The maximum four hours allotted for breast/prostate cancer screening leave includes travel time to and from the appointment and any subsequent follow up consultation visits that occur during your regularly scheduled workweek.
- It is possible for an employee requiring screening more frequently than once per year to use this provision several times per year, providing the excused time for the year does not exceed four hours.
- Additional time taken for breast/prostate cancer screening beyond four hours is chargeable to other leave credits.
- On an employee's time card, the employee would indicate date/time and hours in that pay period used for the purpose of breast/prostate cancer screening. This information will be entered on the line EL, "Excused Leave".
- Each employee requesting use of "Excused Leave" is required to provide a prostate/breast cancer screening claim form completed by both the employee and clinic, physician, etc. as proof that a screening(s) has occurred.
- This claim form should be sent to Personnel in a confidential envelope. Personnel must receive this claim form no later than Monday, 9:30 AM following the end of the pay period.

**This benefit will not be paid unless the prostate/breast cancer screening claim form is received by the deadline.**

4/30/08