

INSTRUCTIONS FOR CPiA CONTRACTORS | CANCER SCREENING PAID TIME OFF BENEFIT

About the Sample Policy for Cancer Screening Paid Time Off Benefit:

This sample policy addresses paid time off for cancer screenings. It includes the following components which comprise a comprehensive policy: organizational supports and evaluation.

CPiA contractors should refer to the “Sample Policies, Cover Page Toolkit” for recommended ways to use this policy.

Target Audience to Adopt Policy:

Private employers, for-profit and non-profit

Purpose of Policy:

The purpose of this policy is to help prevent or detect certain cancers at an early stage, by allowing employees to obtain preventive medical services such as cancer screenings without using accrued leave or sick time.

Other Related Information:

- Civil Service Law Section 159-b entitles most public-sector employees to take up to four hours of paid leave per year to be screened for any type of cancer without deducting any other leave time (ex: sick, personal, or vacation) from the employee.
- While the New York State Department of Health Bureau of Cancer Prevention and Control follows the [US Preventive Services Task Force](#)'s recommended guidelines for cancer screenings, CPiA contractors are encouraged to work with each employer to determine for what and how the paid time off benefit can be used.

CANCER PREVENTION IN ACTION | NYS DEPARTMENT OF HEALTH

SAMPLE POLICY: CANCER SCREENING PAID TIME OFF BENEFIT

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Rationale:

Age-appropriate cancer screening tests can find cancers early, when they are most easily treated. Early detection and treatment can lead to better health outcomes and save lives. In addition, preventive cancer screenings can improve workforce health, increase productivity, reduce related business costs, and reduce overall healthcare costs for both <Employer> and employee. Therefore, <Employer> is committed to the health of its workers and believes all employees should have adequate access to preventive cancer screenings.

Policy:

Terms of the Benefit

This policy provides a maximum of <insert number> hours paid time off annually for all current, full-time staff to undergo cancer screenings. Paid time off may be used for <screening any form of cancer, including but not limited to breast, prostate, cervical, skin, colon, ovarian, bladder, or lung cancer. Cancer screening may include physical exam, imaging, biopsy, pap smear, mammogram, blood test or surgical procedure for detecting cancer>.

Travel time is included in the <insert number>-hour cap. Absence beyond the <insert number>-hour cap must be charged to accrued personal, compensatory, sick or vacation leave. Paid cancer screening time off cannot be donated or transferred.

Scheduling

Employees are entitled to paid time off for cancer screenings scheduled during the employees' regular work hours. Employees who undergo screenings outside of their regular work schedule do so on their own time. For example, employees are not granted compensatory time off for cancer screenings that occur on a pass day or a holiday. Paid time off for cancer screening may be used in no less than one-hour increments. Paid leave for cancer screening is not cumulative and expires at the close of business on the last day of each calendar year.

Documentation

This policy will be shared and promoted with all employees to encourage the use of the benefit. Eligible employees must complete and submit a Time Off Request to their supervisor for approval prior to the screening. To apply paid time off for cancer screening to a planned absence, an employee is required to provide verification from their health care provider which documents attendance at the screening. This should be attached to the Time Off Request and appended to the employee's timesheet when submitted.

Policy Monitoring and Review:

<Employer department or representative> will gather data on employee use of leave benefits and gather cancer screening rate data for employees. <Employer> will evaluate and revise this policy on an annual basis.

Contact Regarding Policy:

Contact <Employer Representative> with questions or concerns about the policy.

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Date Policy Adopted: <insert date here>

Date Policy Updated: <insert date here>

SAMPLE