

LEAVE FOR CANCER SCREENING

**I. Statement of Policy**

Each employee of the District shall have a paid leave of absence for a sufficient period of time, not to exceed four (4) hours on an annual basis, to undergo screening for breast cancer.

Each employee of the District shall have a paid leave of absence for a sufficient period of time, not to exceed four (4) hours on an annual basis, to undergo screening for prostate cancer.

Leave taken pursuant to this policy (“Cancer Screening Leave”) shall be granted in ¼ day increments, shall be excused leave, and shall not be charged against any other leave to which the employee may be entitled.

**II. Procedure**

An employee seeking Cancer Screening Leave must ask his/her supervisor for time off three or more work days in advance of the desired time off.

An employee returning to work from Cancer Screening Leave must provide his/her supervisor or the personnel office with a physician’s statement, verifying appropriate use of the Cancer Screening Leave. The verification must be provided within three work days of the employee’s return to work.

**III. Responsibility of Superintendent**

The Superintendent shall inform all building principals, directors, and other staff members who are responsible for responding to employee leave requests of this policy; and shall institute a system for recording leave taken pursuant to this policy.