



HUDSON CITY SCHOOL DISTRICT

Rachel M. Risetto, Human Resource Manager

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To: Hudson City School District Employees

Fr: Rachel M. Risetto, Human Resource Manager 

Date: September 21, 2018

Re: Excused Leave to Undertake Screening for Cancer

Last spring, the New York State Legislature adopted a law providing that public employees are entitled to excused leave for up to **four** hours annually for the purpose of cancer screening procedures.

The leave will be considered to be paid leave, unless either a governmental authority or a court of law declares that the leave is unpaid under the New York State statute. Such leave will not be deducted from accrued sick leave or any other accrued leave. The entitlement is for up to four (4) hours of leave annually. If an employee is absent for more than four (4) hours on the date of the screening, then the time will either be unpaid or charged to an appropriate category of leave (if employee has any such leave accrued).

Please fill out the attached form and return it to the Personnel Clerk to ensure your leave time is accounted for appropriately. An employee using this leave entitlement must have a signed statement from the cancer screening facility. Additional copies of the form will be available in the Human Resources Office. Completed forms should be returned to Melissa Noblin, Personnel Clerk, at 215 Harry Howard Avenue, Hudson, NY 12534 **within 10 days of the leave time being taken.**

When requesting leave through Wincap Web prior to the leave time being utilized, please indicate that the leave is for Cancer Screening. Please also inform your supervisor of the date and time(s) of your scheduled absence from work, and follow all other absence procedures as required in your building and by your supervisor.

Leave time can be taken as a half day or two quarter days. (.5 or .25 and .25) Please indicated if you are taking a half day (.5) or if you only need a quarter day (.25) when you submit your leave time in WinCap Web. Please also indicate in the employee comment section if you are taking time in the am or pm portion of the day.

If you have any questions, please contact Melissa Noblin at 518-828-4360 Extension 2108.

