



HUDSON CITY SCHOOL DISTRICT

Rachel M. Risetto, Human Resource Manager

215 Harry Howard Avenue

Hudson, NY 12534

Phone: (518) 828-4360 ext. 2115

Fax: (518) 697-8315

To: Hudson City School District Employees
Fr: Rachel Risetto, Human Resource Manager
Date: September 1, 2021
Re: Excused Leave to Undertake Screening for Cancer
Excused Leave for Blood Donation

Cancer Screening:

As you are aware, 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).

Blood Donation:

New York State Law provides for leave time to employees for the purpose of donating blood. The leave will be considered to be paid leave, in the same manner provided for above. Employees taking leave for off-premises blood donation are granted **three hours per calendar year** during the employee's regular work schedule **in years in which the District does not offer at least two on site blood drives**. In years in which the District offers at least two on site blood drives, leave time will be provided, in accordance with the law, for employees participation in the on-site blood donation without the charging of leave time. In years in which on-site blood donation is not available, employees will be entitled to up to 3 hours of leave time per calendar year for off-site blood donation.

Reporting and Documentation:

Please fill out the attached form and return it to the Superintendent's Office 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 or blood donation facility (for off-site locations only). Additional copies of the form will be available at:

<https://www.hudsoncsd.org/departments-programs/human-resources/>

Completed forms should be returned to Tracy Gaffney, Secretary to the Superintendent, **within 10 days of the leave time being taken.**

When requesting leave through Wincap Web prior to the leave time being utilized, please select sick leave (½ day, including a notation of am or pm as appropriate) and indicate that the leave is for Cancer Screening or Blood Donation. 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.

If you have any questions, please contact Tracy Gaffney at 518-828-4360 Extension 2101.