



# HUDSON CITY SCHOOL DISTRICT

**Rachel M. Risetto, Human Resource Manager**

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To: Hudson City School District Employees  
Fr: Rachel Risetto, Human Resource Manager  
Date: April 4, 2022  
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. If your appointment does not require you to be out of work for 4 hours, (length of appointment including travel time), please remember that you are required to report to work either before or after your scheduled appointment. The law does not simply provide 4 hours of leave time for each appointment, it provides **up to four hours** annually.

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, collective bargaining agreement, and by your supervisor.

**Please indicate on the form the number of hours taken (for cancer screening), so the District can track annual utilization.**

If you have any questions, please contact me at [rissettor@hudsoncsd.org](mailto:rissettor@hudsoncsd.org) or Extension 2115.