



# **West Seneca Central School District**

Human Resources Department

To: All employees  
From: Human Resources  
RE: Cancer Screening and Blood Donation  
Date: September 1, 2023

*As of March 18, 2018, public employees covered under NY Civil Service Law are eligible for paid, excused leave from their regular work hours, for a sufficient period of time (not to exceed four hours annually) to undertake a screening for cancer of any kind.*

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Employees requesting to take such leave are required to report the absence in the attendance system.

### **Medical Screening**

All public employees shall be granted up to a total of four (4) hours of paid leave on an annual basis to undertake a screening for cancer of any kind. This leave shall be excused leave and shall not be charged against any other leave to which the employee is entitled.

### **Blood Donation**

Employees desiring to make blood donations shall be granted three (3) hours of paid leave in any twelve (12) month period. The leave may not exceed three (3) hours unless otherwise agreed to by the Superintendent or his/her designee and must comply with the notice requirements established by the New York State Commissioner of Labor.

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Employees are directed to utilize the related forms to request the leave and to verify the appointment. Your cooperation in providing your Supervisor with at least forty-eight (48) hours notice is appreciated.

*These forms are available on the District website under:*

**Human Resources → Staff Forms and Files → Requests/Approvals**