



Sachem Central School District

Samoset Administrative Office • 51 School Street • Lake Ronkonkoma, New York 11779

Request for Time Away from Work (Section 159-b) Prostate or Breast Cancer Screening

Section 159-b of Chapter 566 of Civil Service Law allows employees to request time away from work for the purpose of completing cancer screening. This request may be made annually and may not exceed the time of the appointment plus travel time; at no time, may the time away from work exceed four (4) hours in total per year.

Requests must be received by the Personnel Office at least two weeks prior to the appointment and require approval by the Assistant Superintendent for Personnel or designee.

All employees will be required to provide documentation of the time, date, and duration of the appointment; your physician's signature and stamp must be placed on this form and mailed back to the Personnel Office within seven (7) days of the originally scheduled appointment. If this information is not provided within the seven (7) days, the time away from work will be considered unpaid time.

Name: _____

Date: _____

Building: _____

Position: _____

Date of Appointment: _____

Time of Appointment: _____

Have you requested a screening within the past twelve (12) months? Yes No

*I understand that it will be necessary for me to provide medical documentation which indicates the **date, time and duration** of the appointment to the Personnel Office **within seven (7) business days of my appointment** in order for this to be paid time away from work. A failure to provide this documentation will result in this being unpaid time away from work.*

Employee Signature

Principal or Supervisor Signature

The 159-b Screening Request is approved: Yes No
Contingent upon receipt of provider documentation confirming appointment was kept.

Assistant Superintendent for Personnel or Designee: _____

To be completed by physician at the time of the appointment.
Physician Signature and Stamp:

Physician Signature

Physician Stamp

For Personnel Office Use only: Provider Documentation Received: Yes No