

Bethpage Union Free School District

Human Resources Department

Request for Leave Time for Breast and/or Prostate Cancer Screening

In accordance with state law, the district will provide employees with up to four (4) hour of leave time for the purpose of obtaining breast and/or prostate cancer screening. If you intend to obtain this cancer screening during your normal work hours, you must complete this form at least two (2) weeks prior to your doctor's appointment and submit it to your Building Principal for his/her signature. After your supervisor signs this form, it will be returned to you. You must bring it to your doctor. Your doctor must fill in the date and time of your appointment and sign the form. When you return to work, please send the completed form to the Human Resources Department.

Name Printed

Position

Building/Location

Date and time of doctor appointment

Signature

Date

Physician's Statement:

_____ appeared in my office located at _____
on _____ at _____ am/pm (circle one) to obtain breast and/or prostate cancer screening.

Physician's Signature

Date