



Herricks Public Schools

Office of the Executive Director of Human Resources

MEMORANDUM

To: All District Employees

From: Dina Maggiacomo, Executive Director of Human Resources

Subject: Cancer Screenings

Date: March 20, 2018

On December 18, 2017, New York Governor Andrew Cuomo signed into law an amendment of the state Civil Service Law in relation to granting paid, excused leave to public officers and public employees to undertake cancer screenings.

In accordance with state law, the District will continue to provide employees with up to four (4) hours of paid leave time annually for the purpose of obtaining breast, prostate and all other cancer screenings. If you intend to obtain this cancer screening during your normal work hours, you must submit your request through AESOP for approval by the District. You are required to submit documentation from your healthcare provider confirming the date and time of your appointment or submit the completed form (see attachment). When you return to work, please send the confirmation letter or completed form to the Human Resource Office.

If you should have any questions related to your request for excused medical leave, contact Ms. Dina Maggiacomo, Executive Director of Human Resources at 516-305-8909.