



Herricks Public Schools

Cancer Screening Verification

In accordance with state law, the district will 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 below. 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 ext 8909.

| PART I: To Be Completed By Employee | |
|---|-------------------------|
| Name | Building |
| Date Submitted through AESOP | |
| * Every attempt should be made to schedule this screening outside of your regularly scheduled work hours. Time may not exceed four (4) hours. | |
| PART II: To Be Completed By Physician | |
| Name of Patient | |
| Appointment Date | Appointment Time |
| Signature of Healthcare Provider or Acknowledgment | Date |