

## 01 Breast cancer screening test

- Recommended for women aged over 40 years old.
- Operated with Mammogram procedure.



## 02



## Liver cancer screening test

- Recommended for people who has hepatitis B virus and/or cirrhosis.
- Operated with Upper abdomen ultrasound scanning procedure and Alpha-Fetoprotein test (AFP).

## What kind of



# CANCER SCREENING TEST

## do we need to undergo?

## 05

## Lung cancer screening test

- Recommended for people aged over 55 years old who smoke a cigarette around a pack of cigarettes a day for over 30 years.
- Operated with Low-dose computerized tomography (LDCT).



## Prostate cancer screening test

- Recommended for men aged over 45 years old.
- Operated with Prostate-Specific Antigen test (PSA).

## 04

## Colorectal cancer screening test

## 03



- Recommended for people aged between 45 – 50 years old.
- Operated with Colonoscopy / Blood test.





## Verification of Cancer Screening Form

Employee's Printed Name	Employee's Title	
Employee's Department	RC	Employee's Work Location

**To be completed by requesting Employee:**

**Note:** Excused leave for screening of cancer is limited to four hours annually between January 1<sup>st</sup> and December 31<sup>st</sup>. If time taken off for screening exceeds four hours, the additional time will either be unpaid or charged to an appropriate leave bank (if employee has any such leave accrued) in accordance with current policies, procedures, and/or collective bargaining agreements.

All requests for leave to undertake cancer screening require appropriate documentation.

Date of cancer screening: \_\_\_\_\_ Hours From: \_\_\_\_\_ To: \_\_\_\_\_

Regularly scheduled hours on date of screening: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

**I authorize the screening facility, below, to verify that I have received a cancer screening.**

Employee's Signature	Date
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**To be completed by the Screening Facility:**

This is to verify that the above identified individual received a cancer screening at our facility:

Name of Facility	Date of Screening
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Printed name of person at facility: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Contact Telephone: \_\_\_\_\_

Physician signature and stamp: \_\_\_\_\_



# All Agency Policy Directive

## LEAVE FOR CANCER SCREENING

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### I. PURPOSE

This Policy Directive establishes the procedures for providing paid leave not to exceed four (4) hours on an annual basis, for employees of the Metropolitan Transportation Authority (“MTA”) to undertake a screening for cancer in accordance with Section 159-b of the New York State Civil Service Law.

### II. SCOPE

This Policy Directive applies to all represented and non-represented employees of the MTA, including MTA Headquarters, MTA Long Island Rail Road, MTA Capital Construction Company, MTA Bridges and Tunnels, MTA Bus Company, MTA Metro-North Railroad, MTA New York City Transit, including the Manhattan and Bronx Surface Transit Operating Authority and the Staten Island Rapid Transit Operating Authority, and, any future subsidiary or affiliated entity of the MTA (collectively known as “MTA Agencies” or “MTA”).

In the event of a conflict between this Policy Directive and an applicable collective bargaining agreement, the terms of the collective bargaining agreement control over provisions of the Policy Directive that are not pursuant to the New York State Civil Service Law Section 159-B.

### III. DEFINITION

Cancer screening: An examination for cancer of any kind, including, but are not limited to, physical exams, laboratory tests, imaging procedures and genetic testing.

### IV. POLICY

- A. Employees may take up to four (4) hours of paid leave each calendar year to undertake a screening for cancer, which includes travel time. Subject to the terms of their collective bargaining agreement (if applicable), employees do not need to take all four (4) hours at one time.



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## LEAVE FOR CANCER SCREENING

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- B. Such paid leave will not be charged against any other leave time employees may have or accrue. If an employee does not use all four (4) hours of his or her paid leave time for cancer screening in a calendar year, any excess will not be carried over.
- C. Such paid leave may be used for the cancer screening and travel time to and from the screening facility. Any time used in excess of the paid leave under this Policy Directive will either be deducted from the employee leave balance(s) or charged as unpaid leave consistent with the relevant MTA Agency's attendance and leave procedures or the employee's collective bargaining agreements.
- D. Employees are entitled to this paid leave only if they undertake the cancer screening during their regularly scheduled work hours.
- E. Employees may be required to reschedule the cancer screening based upon the business needs of their MTA Agency.

### V. RESPONSIBILITIES

- A. Employees must:
  1. Provide at least seven (7) days advance notice to their direct supervisor or manager of their intent to use paid leave under this Policy Directive.
  2. Obtain approval from their direct supervisor or manager for the scheduled absence due to cancer screening.
  3. Submit documentation of the time absent from work for cancer screening consistent with their MTA Agency's attendance and timekeeping procedures.
- B. MTA Agencies:
  1. Ensure that employees submit any required documentation, consistent with the MTA Agency's attendance and leave procedures, prior to approving paid leave for cancer screening under this Policy Directive.



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## LEAVE FOR CANCER SCREENING

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2. Ensure that the proper timekeeping codes, if applicable, are being used for any time charged to paid leave for cancer screening under this Policy Directive, which may not exceed four (4) hours in a calendar year.

### VI. POLICY LIFECYCLE MANAGEMENT

This Policy Directive will be reviewed every four (4) years and revised as necessary. As with all MTA policies, MTA reserves the right to modify or rescind this Policy Directive at its sole discretion at any time.





# Memorandum



**New York City Transit**

**Date** April 14, 2009

**To** All Employees

**From** Valerie Bynoe-Kasden, VP, Human Resources

**Re** **Breast and Prostate Cancer Screening Notice**

MTA New York City Transit Authority, including the Manhattan and Bronx Surface Transit Operating Authority and the Staten Island Rapid Transit Authority (hereinafter collectively referred to as MTA NYC Transit), in accordance with Sections 159-b and 159-c of New York Civil Service Law has established guidelines for use of leave time for breast and prostate cancer screenings.

The National Cancer Institute defines a screening as an examination for a disease when there are no symptoms; it may find disease at an early stage when there may be a better chance of curing it. Examples of cancer screening test include, but are not limited to, the mammogram (breast) and PSA blood level and digital rectal examinations (prostate).

This benefit will be implemented pursuant to the following guidelines.

1. All employees are entitled to take up to four hours of paid leave for breast cancer screenings. Four hours of paid leave is also permitted for prostate cancer screenings. The paid leave is not to be deducted from either accrued annual or sick leave. It is available on an annual calendar year basis, and cannot be carried over from year to year.
2. The four hours may include physical examinations, blood work and travel time to and from the screening. Any time over the four hours will be charged to accrued annual leave balances.
3. Employees who undergo these screenings outside of their regular work schedules do so on their own time. There will be no compensatory time off granted for screenings that occur on days off or holidays.
4. Satisfactory medical documentation that the employee's absence was for the purpose of breast and/or prostate cancer screenings must be provided.
5. In order to utilize the paid leave time, employees must provide at least seven (7) days advance notice of his or her absence. MTA NYC Transit reserves the right to require the employee to postpone the screening based upon the business needs of the agency.



# STATE OF NEW YORK

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5925

2017-2018 Regular Sessions

## IN SENATE

May 5, 2017

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Introduced by Sen. HANNON -- read twice and ordered printed, and when printed to be committed to the Committee on Civil Service and Pensions

AN ACT to amend the civil service law, in relation to directing the granting of excused leave to public officers and public employees to undertake cancer screenings; and to repeal certain provisions of such law relating thereto

The People of the State of New York, represented in Senate and Assembly, do enact as follows:

1 Section 1. Section 159-b of the civil service law, as amended by chap-  
2 ter 566 of the laws of 2006, subdivisions 1 and 2 as amended by chapter  
3 391 of the laws of 2008, is amended to read as follows:  
4 § 159-b. Excused leave to undertake a screening for [~~breast~~] cancer.  
5 1. Every public officer, employee of this state, employee of any coun-  
6 ty, employee of any community college, employee of any public authority,  
7 employee of any public benefit corporation, employee of any board of  
8 cooperative educational services (BOCES), employee of any vocational  
9 education and extension board, or a school district enumerated in  
10 section one of chapter five hundred sixty-six of the laws of nineteen  
11 hundred sixty-seven, employee of any municipality, employee of any  
12 school district or any employee of a participating employer in the New  
13 York state and local employees' retirement system or any employee of a  
14 participating employer in the New York state teachers' retirement system  
15 shall be entitled to absent himself or herself and shall be deemed to  
16 have a paid leave of absence from his or her duties or service as such  
17 public officer or employee of this state, employee of any county,  
18 employee of any community college, employee of any public authority,  
19 employee of any public benefit corporation, employee of any board of  
20 cooperative educational services (BOCES), employee of any vocational  
21 education and extension board, or a school district enumerated in  
22 section one of chapter five hundred sixty-six of the laws of nineteen  
23 hundred sixty-seven, employee of any municipality, employee of any

EXPLANATION--Matter in italics (underscored) is new; matter in brackets  
[-] is old law to be omitted.

LBD04976-06-7



1 school district, or any employee of a participating employer in the New  
2 York state and local employees' retirement system or any employee of a  
3 participating employer in the New York state teachers' retirement system  
4 for a sufficient period of time, not to exceed four hours on an annual  
5 basis, to undertake a screening for [~~breast~~] cancer.

6 2. The entire period of the leave of absence granted pursuant to this  
7 section shall be excused leave and shall not be charged against any  
8 other leave such public officer, employee of this state, employee of any  
9 county, employee of any community college, employee of any public  
10 authority, employee of any public benefit corporation, employee of any  
11 board of cooperative educational services (BOCES), employee of any voca-  
12 tional education and extension board, or a school district enumerated in  
13 section one of chapter five hundred sixty-six of the laws of nineteen  
14 hundred sixty-seven, employee of any municipality, employee of any  
15 school district or any employee of a participating employer in the New  
16 York state and local employees' retirement system or any employee of a  
17 participating employer in the New York state teachers' retirement system  
18 is otherwise entitled to.

19 § 2. Section 159-c of the civil service law is REPEALED.

20 § 3. This act shall take effect on the ninetieth day after it shall  
21 have become a law; provided, however, that effective immediately, the  
22 addition, amendment and/or repeal of any rule or regulation necessary  
23 for the implementation of this act on its effective date are authorized  
24 and directed to be made and completed on or before such effective date.

