

**Leave for Prostate Cancer Screening**  
From NYS Department of Civil Service  
Attendance & Leave Manual  
Policy No. 2005-01

Legislation enacted in July 2005 (Chapter 237, Laws of 2004) amended the Civil Service Law to entitle employees to take up to four hours of paid leave annually for screening for prostate cancer. This provision took effect on October 25, 2004. A copy of this legislation is attached.

Specifically, a new section of 159-c was added to the Civil Service Law to entitle State officers and employees to paid leave without charge to leave credits for prostate cancer screening. Employees are not required to have Attendance Rules coverage to be granted for this leave with pay.

The benefit became available to employees on October 25, 2004 for the remainder of the 2004 calendar year. Beginning January 1, 2005, the benefit became available for the full calendar year. Leave for this prostate cancer screening is not cumulative and expires at the close of business on the last day of each calendar year.

Employees who charged leave credits for prostate cancer screening on or after October 25, 2004 are entitled, upon submission of satisfactory, documentation that such employee's absence was for purposes of prostate cancer screening, to paid leave for such absence and to have credits used for that purpose restored.

Prostate cancer screening includes physical exams and blood work for the detection of prostate cancer. Travel time is included in this four-hour cap. Absence beyond the four-hour cap must be charged to leave credits.

Employees are entitled to leave of absence for prostate cancer screening scheduled during the employees' regular work hours. Employees who undergo screening outside their regular work schedules do so on their own time. For example, employees are not granted compensatory time off for prostate cancer screenings that occur on passed days or holidays.

The appointing authority may require satisfactory medical documentation that the employee's absence was for the purpose of screening for prostate cancer.

Any questions about these provisions should be referred to the Attendance and Leave Unit of the Department of Civil Service at (518) 457-2295.

Chapter 237 of the Laws of 2004 amended the Civil Service Law effective October 25, 2004 by adding a new section, 159-c to read as follows:

**Excused leave to undertake a screening for prostate cancer.**

1. Every public officer or employee of this state shall be entitled to absent himself and shall be deemed to have a leave of absence from his duties or services as such public officer or employee of this state for a sufficient period of time, not to exceed four hours on an annual basis, to undertake a screening for prostate cancer.
2. The entire period of leave of absence granted pursuant to this section shall be excused leave and shall not be charged against any other leave such public officer or employee of this state is otherwise entitled to.

