



**Department of
Education**

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PERSONNEL MEMORANDUM NO. 5, 2008 - 2009

November 12, 2008

TO: All Superintendents, All Principals, ISC Executive Directors, ISC Deputy Directors, ISC HR Deputy Directors, Chief Executives and Heads of Offices

FROM: Lawrence E. Becker *Lawrence E. Becker*

RE: Excused Leave for Breast Cancer Screening, Prostate Cancer Screening and Donating of Blood

In accordance with New York State Civil Service Law sections 159-b and § 159-c and New York State Labor Law section 202-j, this memorandum sets forth the policy to be followed to permit employees leave for breast cancer screening, prostate cancer screening and blood donation.

This memorandum replaces the prior Personnel Memorandum No. 22 issued November 23, 1998 which applied only to administrative employees, entitled "Time off for Employees Who Donate Blood."

Excused Leave for Breast Cancer Screening and or Prostate Cancer Screening

Accommodations shall be made for employees requesting time off for the purpose of breast cancer screening and or prostate cancer screening. Requests for such time off must be made in advance and in writing. Approval must be granted by the office/division head or his/her designee or, in the case of a school, by the principal or his/her designee, as long as such request does not substantially disrupt the normal operation of the office/school. In the event that the office head or principal determines that the number of requests would cause a substantial disruption, then the office head or principal can limit the granting of such excused leave to a reasonable number of staff requesting it on the same day and deny the other requests until a more appropriate time. Such time off, up to a maximum of four hours on an annual basis, shall be paid leave and will not be charged against any leave the employee is otherwise entitled to.

Excused Leave for Employees Who Donate Blood

Employees who wish to donate blood off-site during working hours are to be granted up to three hours unpaid leave on an annual basis. Requests for time off must be made in advance and in writing. Approval must be granted by the office/division head or his/her designee or, in the case of a school, by the principal or his/her designee, as long as such request does not substantially disrupt the normal operation of the office/school. In the event that the office head or principal determines that the number of requests would cause a substantial disruption, then the office head or principal can limit the granting of such excused leave to a reasonable number of staff requesting it on the same day and deny the other requests until a more appropriate time. Such time off shall not be considered paid leave and cannot be charged against any leave the employee is entitled to.

Inquiries should be directed to HR Connect at 718-935-4000.