

LONGWOOD CENTRAL SCHOOL DISTRICT PERSONNEL BULLETIN

REVISED

April 4, 2019

Cancer Screening/Blood Donation

Please be advised that in accordance with the New York State Civil Service Attendance and Leave Manual Policy Bulletin 2018-02 an *adjustment* will be made in the manner by which the Longwood Central School District permits eligible employees to use paid leave time for the purposes of an annual CANCER SCREENING. In the past, eligible employees were permitted to have four (4) hours of paid leave for the purposes of going for a cancer screening test (either breast or prostate). This permission was granted on a one-time, annual basis for either test within the school year extending from July 1 to June 30. As such, based on the language stated in the aforementioned bulletin, effective **January 1, 2020** all eligible employees who wish to avail themselves of the four (4) hour paid leave for the purpose of CANCER SCREENING will be eligible for such benefit based on a Calendar Year (January 1- December 31). In addition, for consistency purposes this adjustment to the use of the Calendar year will also apply to the annual allowance for a four (4) hour paid leave release for the purpose of DONATING BLOOD.

As in the past, all required District forms and the appropriate medical documentation must be provided to the Office of Human Resources *following the completion* of the paid leave hours being requested. Should you have any questions in regard to this restructuring of the above please do not hesitate to contact the Human Resources Staff at 631-345-5896.

Richard A. Kollar
Assistant Superintendent
for Human Resources