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#WeAreSachem

Sachem Central School District

Personnel Office and Human Resources

Memorandum

TO: Sachem Employees

FROM: Kristin Capel-Eden 
Assistant Superintendent for Personnel

DATE: October 17, 2024

RE: Cancer Screening Procedure

New York State Civil Service Law entitles employees to take up to four (4) hours of paid leave (annually) for screening of all cancers. To properly request this absence, please follow the steps below:

- Complete and sign the attached form a minimum of two (2) weeks prior to your scheduled appointment.
- Principal or supervisor must sign the form and forward it to the Personnel Office for review and approval.
- Personnel will send the form back to you indicating whether the request is approved or not.
- Employee must inform the building principal/supervisor at least one (1) day in advance of the appointment to secure coverage (frontline).
- Employee must ensure that their physician provides the date, time and duration of the appointment with physician's signature and physician stamp.
- Employee is responsible for providing the signed/stamped form to the Personnel Office immediately. If the form is not received within seven (7) days of the appointment, the time may be considered unpaid time.

** Please be mindful that you may only take up to four (4) hours of time annually for this screening.