

**RESOLUTION NO. 270-16 INTRODUCED BY THE EXECUTIVE COMMITTEE TO UPDATE THE SULLIVAN COUNTY CANCER SCREENING POLICY.**

**WHEREAS**, Resolution No. 412-06, adopted by the Sullivan County Legislature on November 16, 2006, created a Policy to provide employees with up to four hours a year for breast cancer screening, and

**WHEREAS**, thereafter the policy was amended to include Prostate Screenings, and

**WHEREAS**, the Legislature wishes to have the policy include screenings for all types of cancer and has attached the proposed 2016 Sullivan County Cancer Screening Policy.

**NOW, THEREFORE, BE IT RESOLVED**, that the 2016 Sullivan County Cancer Screening Policy will provide up to four hours per calendar year of excused absence from employment for all types of cancer screenings.

**BE IT FURTHER RESOLVED**, that the 2016 Sullivan County Cancer Screening Policy shall be effective prospectively and immediately.

**Moved by Mr. Steingart, seconded by Mr. McCarthy, put to a vote, unanimously carried and declared duly adopted on motion June 16, 2016.**

## SULLIVAN COUNTY CANCER SCREENING POLICY

### **I. PURPOSE:**

Sullivan County recognizes that early detection for cancer is a priority for diagnosis and treatment for its employees. Although currently there is no cure for cancer, the need for ample time to undergo routine cancer screenings will be afforded by this policy without detriment or prejudice to the employees who benefit from this program.

### **II. POLICY:**

New York Civil Service Law Sections 159-b and 159-c entitle Sullivan County employees excused leave not to exceed four hours on an annual basis to undertake screenings for breast and prostate cancers. The County Legislature extends the intent of the law to cover all cancer screenings. Excused leave will not be charged against the employee's sick, vacation, personal, compensatory or other time accruals. The employee will be compensated at his or her regular hourly rate, not exceeding four hours per annum, in accordance with this policy.

The four hours of excused paid time off per annum is effective every January 1<sup>st</sup>. If the employee does not exercise his/her rights to the four hours of excused paid leave during the calendar year, the hours are not carried forward to the next year. The four hours of excused time may include travel time to and from the appointment and any subsequent follow up consultation visits. In addition, the four hours of excused time may be staggered throughout the year until the maximum time has been reached. Any additional time exceeding the annual four hours of paid leave must be compensated by use of sick time or other accruals.

### **III. DEFINITIONS:**

- A. Employer:** The County of Sullivan.
- B. Employee:** A public employee working for the County of Sullivan, including officers, managers, supervisors and department heads.
- C. Workplace:** Any location away from an employee's domicile, permanent or temporary, where an employee performs any work related duty in the course of his or her employment by the County of Sullivan.

### **IV. REQUIREMENTS:**

An employee who seeks to benefit from this Policy must submit sufficient documentation to support his/her request, such as a letter, note, or similar from a medical professional qualified to represent the date and time of the screening.