

CANCER SCREENING, BLOOD DONATION, AND NURSING POLICY

Cancer Screening and Blood Donations

All employees have the right to paid, excused leave of absence from his or her duties for a sufficient period of time, not to exceed four hours annually, to undertake a screening for cancer of any kind. Cancer screening includes physical examinations, blood work or other laboratory tests for the detection of cancer. Travel time is to be included within the four hours.

The law's purpose is to encourage regular screening for all types of cancers to increase the number of cancers caught early, thereby improving public health. Leave for cancer screenings is excused leave. The leave is not cumulative (does not accrue from one year to the next) and shall expire at the close of the last business day of each calendar year.

Library employees who work an average of 20 or more hours per week may take up to three hours leave of absence in any twelve-month period to donate blood. This leave is excused leave, is not cumulative, and shall expire at the close of the last business day of each calendar year.

Permissions and Approvals

Employees shall request leave and get a supervisor's signed approval at least 2-3 days in advance of a cancer screening appointment or a blood donation by submitting a Form for Excused Leaves (available in the office of the Director and with Supervisors).

Follow-up paperwork verifying a screening or a blood donation shall be submitted in a timely fashion to a supervisor or the office of the Director. Depending upon a submission date, payment for time lost or a refund of accrued time may be compensated for or returned in a pay period subsequent to the actual leave.

Expressing Breast Milk

In accordance with New York State Labor Law Section 206-c, the Library will provide thirty (30) minutes of paid break time to employees needing to express breast milk, providing that the employee has provided reasonable advance notice of this need in writing to a Supervisor or the Director. Employees may tap existing meal or paid break time if they need more than thirty (30) minutes to express breast milk. Milk expressed in the Library must be stored in closed containers (in the staff refrigerator is fine) and taken home at the end of each shift/day.

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