



NEW YORK CITY COLLEGE OF TECHNOLOGY  
THE CITY UNIVERSITY OF NEW YORK  
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May 27, 2009

To: College Community

From: Marie Tinsley, Director of Human Resources  
Michelle Harris, Director of Instructional Staff Relations

Subject: Paid Leave for: Breast Cancer Screening  
Prostate Cancer Screening  
Blood Donation

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As a result of a recent inquiry, we are writing to remind you of leave provisions codified under New York State Law for the following:

#### **Breast and Prostate Cancer Screening**

Employees are entitled to take up to four hours of paid leave in a calendar year for breast and/or prostate cancer screening, provided that the screening is performed during regular work hours. The four hours include travel time. This leave is not cumulative and shall be deemed forfeited if not used in a particular calendar year. An absence for this purpose beyond four hours must be charged to an employee's leave accruals or without pay if none is available. In addition, the Colleges may require satisfactory medical documentation to verify that the employee's absence was for the purpose of breast and/or prostate cancer screening.

#### **Blood Donation**

(A) Off-premises Donation

Employees are entitled to take leave for off-premises blood donation. The leave is unpaid and shall be permitted once per calendar year up to a maximum of three hours during the employee's regular work schedule. If the leave extends beyond three hours, employees will be required to charge the leave to his/her available leave accruals or without pay if none is available. The leave is not cumulative and shall be deemed forfeited if not used within a particular calendar year. For employees donating blood off-premises, the Colleges may require satisfactory proof of the donation.

(B) On-premises or Employer designated location

Employees are entitled to take paid leave for blood donation either on a College's premises or a location designated by the College. Such leave can be taken at least twice in any calendar year and shall be during an employee's regularly scheduled work hours. In addition, all such employees must be allowed sufficient paid leave time to recover and to return to work.