



**NEW YORK CITY  
COLLEGE OF TECHNOLOGY**  
The City University of New York  
**HUMAN RESOURCES**  
300 Jay Street  
Brooklyn, NY 11201-1909  
718.473.8701 • Fax 718.473.8768

**TO: College Community**

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

**SUBJECT: Procedure for Requesting and Receiving Paid Leave for Breast Cancer  
Screening, Prostate Cancer Screening and Blood Donation**

**DATE: June 1, 2009**

---

On May 27, 2009 a memorandum regarding leave provisions for breast cancer screening, prostate cancer screening and blood donation was distributed to the college community. This memorandum serves to clarify the college's procedures for submission of such leave requests and the required documentation.

Leave requests for breast and prostate cancer screening or off-premises blood donation during regular work hours must be submitted in advance to your Supervisor using a leave request card (PN15). Upon returning to work, you are required to submit medical documentation to the Human Resources department that verifies your absence was for the purpose of breast or prostate cancer screening. For blood donation, you are required to submit proof of donation. This will allow the Timekeeper to accurately track your time.

For reasons of confidentiality, medical documentation should only be submitted to the Human Resources department and not to your Supervisor. Failure to submit satisfactory medical documentation or proof of blood donation will result in the hours being charged to your regular sick and/or annual leave accruals or, leave will be without pay if no accruals are available.

Should you have any questions, please contact the Human Resources Director and/or Human Resources management team at 718-473-8701.

Thank you for your attention to this matter.