



**Greene County  
Human Resources  
Department**

411 Main St., Suite 339  
Catskill, New York 12414

**Nicole T. Maggio**  
Director

## **MEMORANDUM**

To: All Department Heads  
From: Nicole T. Maggio, Human Resources Director  
Subject: Leave for Cancer Screening and Leave for Blood Donation  
Date: October 22, 2020

### **Leave for Cancer Screening**

1. **Effective March 18, 2019**, in accordance with NYS Civil Service Law Section 159-b, **as amended**, County employees shall be entitled to a leave of absence, not to exceed four (4) hours on an annual basis, for any type of cancer screening, including screenings for prostate and/or breast cancer.
2. The entire period of leave of absence shall be granted pursuant to the above shall be **PAID** leave and **shall not be charged** against any other leave the employee is otherwise entitled to.
3. The four (4) hour annual entitlement is inclusive of travel time to and from the appointment and any subsequent follow up visits.
4. Any time taken in excess of the four (4) hour annual entitlement is chargeable to available leave credits.

### **Leave for Blood Donation**

1. In accordance with Section 202-j of NYS Labor Law, County employees are entitled to a leave of absence of up to three (3) hours on an annual basis for the purpose of donating blood.
2. Leave taken for off-premises blood donation is **UNPAID** leave.
3. Leave taken by employees for donation leave alternatives (e.g. blood drives held during work hours at least twice annually at a convenient time and place set by the employer) shall be **PAID** leave given without requiring the use of accumulate leave time.

**Note:** Leave for cancer screening and for blood donation must be taken between January 1<sup>st</sup> and December 31<sup>st</sup> and does not accrue from year to year, nor is it payable upon separation from the County. Requests for use of leave time must be in writing, are subject to department head approval, and shall be used in accordance with the current applicable collective bargaining agreements.

cc: Legislators  
Bargaining Unit Presidents

**PLEASE POST CONSPICUOUSLY**

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