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## **CANCER SCREENING PAID TIME OFF BENEFIT**

### **Rationale:**

Age-appropriate cancer screening tests can find cancers early, when they are most easily treated. Early detection and treatment can lead to better health outcomes and save lives. In addition, preventive cancer screenings can improve workforce health, increase productivity, reduce related business costs, and reduce overall healthcare costs for both the Southern Tier Zoological Society (STZS) and employee. Therefore, STZS is committed to the health of its workers and believes all employees should have adequate access to preventive cancer screenings.

### **Policy:**

#### **Terms of the Benefit**

This policy provides a maximum of 8 hours paid time off annually for all current, full-time staff to undergo cancer screenings. Paid time off may be used for screening any form of cancer, including but not limited to breast, prostate, cervical, skin, colon, ovarian, bladder, or lung cancer.

Cancer screening may include physical exam, imaging, biopsy, pap smear, mammogram, blood test or surgical procedure for detecting cancer.

Travel time is included in the 8-hour cap. Absence beyond the 8-hour cap must be charged to accrued personal, compensatory, sick or vacation leave. Paid cancer screening time off cannot be donated or transferred.

#### **Scheduling**

Employees are entitled to paid time off for cancer screenings scheduled during the employees' regular work hours. Employees who undergo screenings outside of their regular work schedule do so on their own time. For example, employees are not granted compensatory time off for cancer screenings that occur on a pass day or a holiday. Paid time off for cancer screening may be used in no less than one-hour increments. Paid leave for cancer screening is not cumulative and expires at the close of business on the last day of each calendar year.

#### **Documentation**

This policy will be shared and promoted with all employees to encourage the use of the benefit. Eligible employees must complete and submit a Time Off Request to their supervisor for approval prior to the screening. To apply paid time off for cancer screening to a planned absence, an employee is required to provide verification from their health care provider which documents attendance at the screening. This should be attached to the Time Off Request and appended to the employee's timesheet when submitted.

#### **Policy Monitoring and Review:**

Staff Leasing will gather data on employee use of leave benefits and gather cancer screening rate data for employees. The Executive Director will evaluate and revise this policy on an annual basis.

#### **Contact Regarding Policy:**

Contact Staff Leasing with questions or concerns about the policy.

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**Date Policy Adopted:** March 18, 2020

**Date Policy Updated:**