



YMCA of Broome County

Cancer Screening Paid Leave Time Benefit

Rationale: Age-appropriate cancer screening test 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, preventative cancer screenings can improve workforce health, increase productivity, reduce related business costs, and reduce overall healthcare costs for both the YMCA of Broome County and employee. Therefore, the YMCA of Broome County is committed to the health of its workers and believes all employees should have adequate access to preventative cancer screenings.

Policy:

Terms of the Benefit

This policy provides a maximum of 4 hours paid time off annually for all current, full-time staff to undergo cancer screenings. 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 4-hour cap. Absence beyond the 4 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 screenings 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 employees' timesheet when submitted.

Policy Monitoring and Review:

The YMCA of Broome County will gather data on employee use of leave benefits and gather cancer screening rate data for employees. The YMCA of Broome County will evaluate and revise this policy as it sees necessary.

Contact Regarding Policy:

Contact Jessica Brennan with questions or concerns about the policy.

Date Policy Adopted: 01/29/2020

Date Policy Updated: