



Cancer Prevention in Action/ Cancer Screening Paid Time Off Benefit

Rationale: 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 Fulton Montgomery Regional Chamber of Commerce and its employees. Therefore, Fulton Montgomery Regional Chamber of Commerce is committed to the health of its workers and believes all employees should have adequate access to preventive cancer screenings.

Policy: This policy provides a maximum of seven hours paid time off annually for all Fulton Montgomery Regional Chamber of Commerce employees to undergo cancer screenings. This paid time off benefit may be used for all cancer screening exams.

This policy is in addition to the regular paid time off benefits provided to Fulton Montgomery Regional Chamber of Commerce employees. 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. 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.

Fulton Montgomery Regional Chamber of Commerce employees' must submit a time off request for approval one week prior to the screening. The employee is required to provide written verification from their health care provider which documents attendance at the screening. Detail on the type of screening is not required and not sought. The time off request can then be attached to the written verification and appended to the employee's time sheet when submitted. This policy will be shared and promoted with all employees to encourage the use of the benefit.

This Cancer Screening Paid Time Off Policy is effective September 1st, 2019 and reviewed by the president on a yearly basis. For questions or concerns please contact Fulton Montgomery Regional Chamber of Commerce President.