**Cancer Screening Paid Leave Policy**

Early detection of breast cancer and prostate cancer is crucial to the successful treatment of these cancers. To encourage employees to obtain medical examinations which screen for the presence of these cancers, the City will provide, to career/benefited and regular at will employees, who otherwise meet all the criteria set forth in this policy, up to ~~four (4)~~ **six (6)** hours of paid leave per calendar year, in addition to any other sick leave to which the employee is entitled. Such leave shall be known as Cancer Screening Leave.

I. Eligibility Employees who fall within one of the following categories are eligible for Cancer Screening Leave:

1. female employees forty (40) years of age or older to obtain a mammogram screen for breast cancer or other examination to screen for breast cancer;

2. male employees fifty (50) years of age or older to obtain a prostate specific antigen (PSA) blood test screening and a rectal exam to screen for prostate cancer or other examination recommended by the employee’s physician to screen for prostate cancer;

3. any male employee between the ages of 40 and 50, whose physician has determined the employee is at higher risk of prostate cancer, to obtain a PSA and rectal exam, or other examination recommended by the employee’s physician, to screen for the presence of prostate cancer;

4. any ~~female or male~~ employee, regardless of age, shall be eligible for Cancer Screening Leave to obtain a mammogram screen or PSA blood test and rectal exam, or other examination to screen for ~~breast and prostate~~ cancers, if the employee’s physician recommends the employee obtain such examination.

II. Notice; Written Verification Employees requesting paid Cancer Screening Leave shall do the following to receive the paid benefit:

1. Schedule the medical examination in advance and provide his/her supervisor with as much notice as possible, but in any event not less than one (1) day’s notice in advance of his or her appointment;

2. Submit to the City a signed written verification from the employee’s medical provider that the employee obtained one of the above-described cancer screening medical examinations for breast or prostate cancer.

III. No Carry Over of Unused Leave Cancer Screening Leave shall not be carried over to the next calendar year and any unused leave shall be forfeited upon termination of City employment.