

# Memorandum



**New York City Transit**

**Date** April 14, 2009

**To** All Employees

**From** Valerie Bynoe-Kasden, VP, Human Resources

**Re** **Breast and Prostate Cancer Screening Notice**

MTA New York City Transit Authority, including the Manhattan and Bronx Surface Transit Operating Authority and the Staten Island Rapid Transit Authority (hereinafter collectively referred to as MTA NYC Transit), in accordance with Sections 159-b and 159-c of New York Civil Service Law has established guidelines for use of leave time for breast and prostate cancer screenings.

The National Cancer Institute defines a screening as an examination for a disease when there are no symptoms; it may find disease at an early stage when there may be a better chance of curing it. Examples of cancer screening test include, but are not limited to, the mammogram (breast) and PSA blood level and digital rectal examinations (prostate).

This benefit will be implemented pursuant to the following guidelines.

1. All employees are entitled to take up to four hours of paid leave for breast cancer screenings. Four hours of paid leave is also permitted for prostate cancer screenings. The paid leave is not to be deducted from either accrued annual or sick leave. It is available on an annual calendar year basis, and cannot be carried over from year to year.
2. The four hours may include physical examinations, blood work and travel time to and from the screening. Any time over the four hours will be charged to accrued annual leave balances.
3. Employees who undergo these screenings outside of their regular work schedules do so on their own time. There will be no compensatory time off granted for screenings that occur on days off or holidays.
4. Satisfactory medical documentation that the employee's absence was for the purpose of breast and/or prostate cancer screenings must be provided.
5. In order to utilize the paid leave time, employees must provide at least seven (7) days advance notice of his or her absence. MTA NYC Transit reserves the right to require the employee to postpone the screening based upon the business needs of the agency.