

Memorandum



New York City Transit

Date March 21, 2019

To All Employees

From Patricia A. Lodge, Vice President, Human Resources

A handwritten signature in black ink that reads "Patricia A. Lodge".

Re **Notice of Revised Cancer Screening Policy**

The policy for providing paid leave for cancer screening has been **revised** to provide such leave for **all categories of cancer**. This revision applies to all employees of the MTA New York City Transit Authority, including the Manhattan and Bronx Surface Transit Operating Authority and the Staten Island Rapid Transit Authority (hereafter collectively referred to as NYCT), in accordance with amended Section 159-b of the New York State Civil Service Law and in coordination with MTA All Agency Policy Directive 11-058 Leave for Cancer Screenings.

Cancer screenings refer to examinations for cancer when there may be no symptoms present. Cancer screenings may include, but are not limited to, physical exams, laboratory tests, imaging procedures and genetic testing. This benefit will be implemented pursuant to the following guidelines:

1. All employees (represented and non-represented) are entitled to take **up to four hours** of paid leave each calendar year, without charge to leave credits, for screenings of all cancers. Subject to the terms of their collective bargaining agreement (if applicable), the hours do not need to be taken at one time. Any time over four hours for such screenings will be charged to an appropriate category of accrued leave, in accordance with current policies, procedures, and/or collective bargaining agreements.
2. The paid leave expires on the last day of the calendar year, and will not carry over from year-to-year.
3. The four hours may be used for the physical screening, as well as the travel time to and from the screening.
4. Employees are entitled to this paid leave only if they undertake the cancer screening during their regularly scheduled work hours. No compensatory time will be granted for cancer screenings occurring on employees' days off or holidays.
5. To utilize the paid leave time, employees must provide at least seven (7) days' advance notice of his or her absence(s) for this purpose, and obtain approval from their direct supervisor or manager for the scheduled absence. Employees may be required to reschedule the cancer screening based upon the business needs of NYCT.
6. Employees must submit to Timekeeping the original medical documentation of the time absent from work for cancer screening, using the attached Verification of Cancer Screening form or original signed medical documentation that clearly states that cancer screening was performed.
7. In the event of a conflict between this policy directive and an applicable collective bargaining agreement, the terms of the collective bargaining agreement control over provisions of the policy directive that are not pursuant to the New York State Civil Service Law Sections 159-b.

Attachment: Verification of Cancer Screening Form

cc: C. Levy
D. Prato
W. Vazoulas