

CANCER SCREENING RELEASE TIME FORM

Instructions

1. Release time for cancer screening examinations must be requested in advance of your examination date and is subject to approval by your supervisor and Department Director or designee. This time will not be considered sick leave.
2. Complete this form and have your supervisor and Department Director or designee approve your release time.
3. Have your physician / health care provider complete the examination information section or provide you with a doctor's note (doctor's note should contain the information requested under Examination Information.)
4. Return this form to your department timekeeper. Release time will not be given if this form, with your doctor's verification, or a doctor's note is not returned and completed in its entirety.

Time Card Instructions

1. Record your release time for Cancer Screening as **CSR** on your time card (paper timesheets or web-based time entry).
2. Make a notation in the comments section of your timecard or web-based time system stating "*Cancer Screening - x hours Release Time taken*". Employees who utilize the online time card may do the same.

GENERAL INFORMATION

Name _____
(Please Print)

Department _____ Job Title _____

Date and Time of Requested Release _____

Employee Signature and Date _____

Release Time Approval _____
Signature of Supervisor Date

Release Time Approval _____
Signature of Department Director or Designee Date

EXAMINATION INFORMATION

Physician / Health Care Provider Name _____

Physician / Health Care Provider Telephone Number _____

Prostate Cancer Screening

Date and Time
of Examination _____

Breast Cancer Screening

Verification of Examination _____
Signature of Physician / Health Care Provider Date