

Onondaga County Directive

ADMINISTRATIVE DIRECTIVE MANUAL

SUBJECT: **Colorectal Cancer Screening Paid Leave Policy**

SUPERSEDES: NONE

PAGE: 209.00

SIGNED: *Joanne M. Mahoney*
County Executive

DATE: *5-9-16*

BACKGROUND:

Colorectal cancer is the second leading cancer killer in the United States. This paid leave policy is presented as a mutually beneficial relationship between Onondaga County and our employees. Research suggests that employees with paid sick leave are more likely to obtain recommended cancer screenings. Employers who offer paid leave for cancer screenings may realize a healthier and more productive workforce and spend less on direct medical costs, disability costs, replacement costs for ill or injured workers who are absent, and costs for recruiting and training new workers.

POLICY:

It is the policy of Onondaga County to make available to county employees one full day* of paid leave time, per screening, for colon cancer screening. Colon cancer screening is defined as the clinical procedures colonoscopy supported by the United States Preventive Services Task Force.

PROCEDURE:

Individuals who are at average risk for colon cancer are screened by colonoscopy every 10 years. For those individuals who are at increased or high risk for colon cancer, screening intervals may shorten in length to every 3-5 years as recommended by a clinician. It is the policy of Onondaga County to offer this paid leave to only those individuals who **inform their supervisor/or department head in advance of their appointment, and provide a written statement signed by the employee's healthcare provider indicating that the employee has completed the screening.** This leave time will not be charged to any other accrued leave time balance.

*The hour count which constitutes a "full day" is to be based on employees contracted workday.