

PERSONNEL SERVICES BULLETINS (PSBs)

440-12

Subject: Leave to Attend a Breast Cancer Risk Reduction Workshop

Date: February 15, 2008

I. Background

In cooperation with the Office of the Mayor, the City Council, the Commission on Women's Issues (CWI), the Department of Health and Mental Hygiene (DOHMH), and the City University of New York, the Maurer Foundation will provide free Breast Cancer Risk Reduction Workshops to all City employees. The workshops are part of NYC Women First, a yearlong women's health campaign designed to encourage women to make their health a priority in their daily lives. Information regarding the dates, times and locations of workshops will be distributed to all employees by CWI and DOHMH.

II. Policy

Any City employee, regardless of gender, may attend one Breast Cancer Risk Reduction Workshop. The time used to attend the workshop, including travel time, shall be excused time up to a maximum of 90 minutes. Accordingly, such time up to 90 minutes need not be charged to employee annual leave or compensatory time balances. Any additional time taken must be charged to such balances accordingly. Excused time for this purpose may be taken contiguous with an employee's lunch hour where appropriate.

III. Procedure

If an employee is interested in attending a Breast Cancer Risk Reduction Workshop, he or she must register in the manner specified by the Commission on Women's Issues. Additionally, the employee must, before registering, consult with his or her supervisor with respect to which workshop would allow the unit or office to maintain adequate staffing. Once registered, employees should notify their agencies as soon as possible, but must notify their agencies no later than three days prior to the workshop. In order to be credited with the excused time, they must submit verification of their attendance at the workshop upon their return to work.

Martha K. Hirst
Commissioner

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