



Long Island Rail Road

MAINTENANCE OF EQUIPMENT DEPARTMENT Cancer Screening Request Form

Date: _____

Employee Name: _____

Employee #: _____

Work Location: _____

Tour of Duty : _____
(Only Applicable for regular work Schedule)

Hours required: _____
(Up to 4 hours)

Date and Time of Screening: _____
(Documentation required 72 hours after occurrence)

Immediate Supervisor: _____
(General Foreman, equivalent or other)

Supervisor Employee #: _____

Please return request form to Central Manpower with Authorization from Supervisor

=====

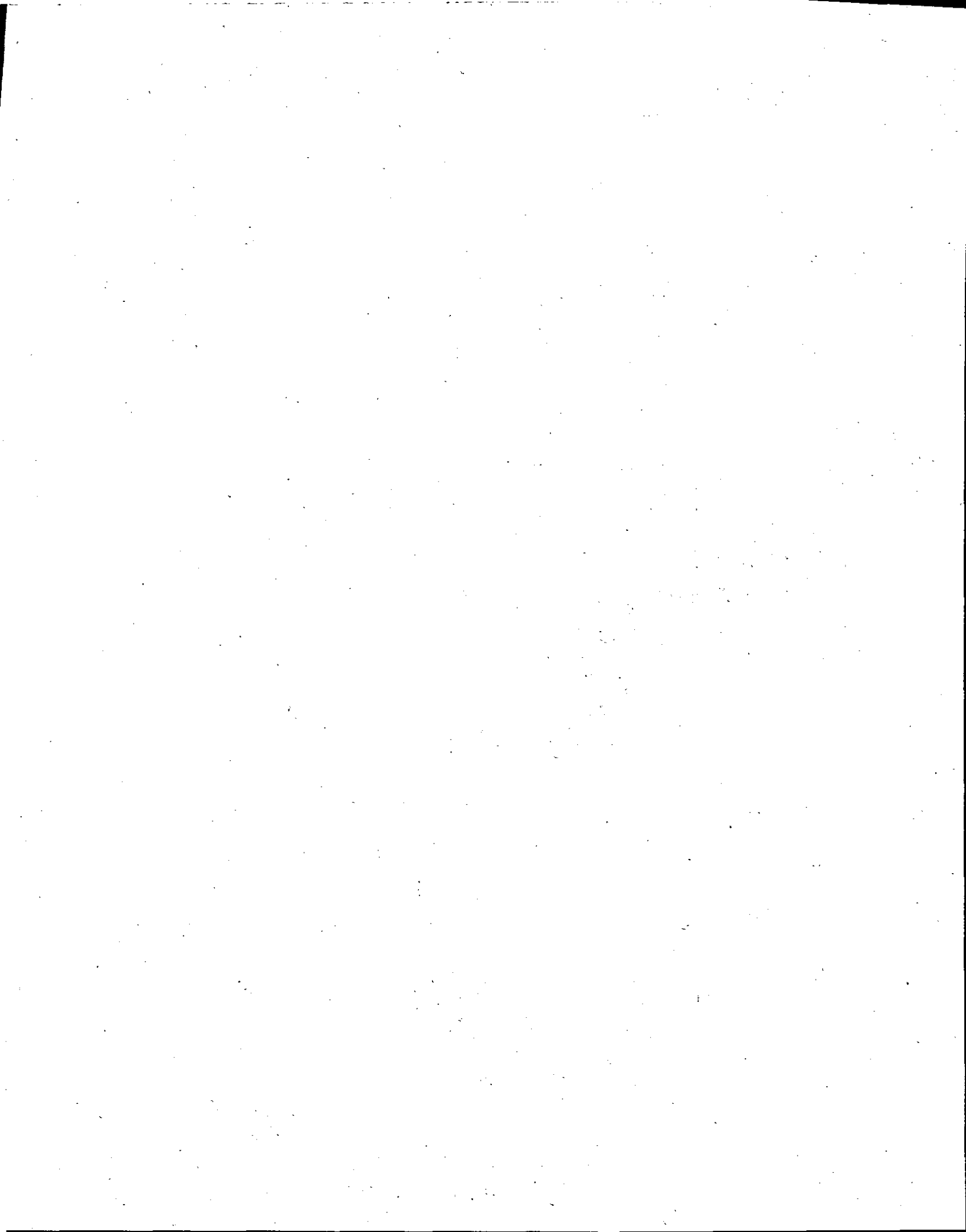
(For Office Use Only)

Date Documentation received: _____

of hours compensated: _____

Date of Historical Edit (if applicable): _____

CM Approval: _____



July, 2009

MAINTENANCE OF EQUIPMENT DEPARTMENT

PROSTATE/BREAST SCREENING GUIDELINES

As per New York State Civil Service Law Chapter 391, enacted July 21, 2008, the following Corporate Guidelines have been established for Prostate/Breast Screening:

- Employees are required to obtain approval from the General Foreman, equivalent or higher, 7 days prior to their appointment for screening. Approval will be authorized as needs of service dictates as per Corporate Policy.
- Employees requesting screening must provide documentation of attendance within 72 hours upon return to duty
- A prescription form is not considered documentation. Doctors note is required that specifically states breast/prostate cancer screening was completed with date and time screening was performed.
- Screenings are for prostate and mammography only
- HR and Payroll have developed the Pay Codes of MT and PT to be utilized for compensation and should be entered into the Kronos/LMAT for compensation.

Manpower:

- Employee must complete request form and return to Central Manpower with authorization from a General Foreman, equivalent or higher.
- Central Manpower should forward a call off to the local area one (1) day prior as a reminder to local supervision of employee's absence.
- The attached form is recommended to be utilized to assist craft employees

