

**[Organization Name]**  
**Preventative Cancer Screenings Policy**

**SECTION 1. TITLE:**

This policy shall be known as the [Organization Name] Employee Preventative Cancer Screenings Policy.

**SECTION 2. FINDINGS AND PURPOSE:**

[Organization Name] recognizes the value of effective preventative cancer screenings and prevention strategies to incentivize employees to maintain optimal health.

Early detection through annual physicals and breast, colorectal, cervical, and lung cancer screenings have been shown to improve treatment outcomes and survivorship dramatically.

This policy intends to cover all evidence-based cancer screenings recommended by the American Cancer Society (ACS).

[Organization Name] will update this policy to reflect current and up-to-date screening guidelines. Employees are eligible for paid leave to complete a one-hour annual physical exam and recommended breast, colorectal, cervical, and lung cancer preventative screenings during regular working hours.

Each recommended screening has eligibility requirements (age, personal health history, and family health history). However, health care providers may recommend preventative screening outside the established age or frequency guidelines. If their health care provider advises the recommended preventative screening outside of specified age, the employee may utilize this benefit within the per year limit- per screening as their health care provider recommends.

**SECTION 3. SCOPE:**

This policy applies to all [Organization Name] employees as defined by the employee handbook.

**SECTION 4. DEFINITIONS:**

Screening- testing of a person or group of people for the presence of a disease or other condition.

Preventative- designed to keep something undesirable such as illness, harm, or accidents from occurring; preventive.

Benefit time allotment- designated number of hours allowed for employee to be paid for preventative cancer screenings determined by employee's organization.

**SECTION 5. POLICY/GUIDELINES:**

[Organization Name] will provide employees paid leave for the following preventative cancer screenings

**Cancer Type: Breast** (Source: [ACS, 2019](#))

- Screening Tests: Clinical breast exam, Mammography, Breast MRI
- Screening Age: 40 - 54
- PTO Benefits: One two-hour leave per year

**Cancer Type: Cervical** (Source: [ACS, 2018](#))

- Screening Tests: Pap test, HPV test (co-testing)
- Screening Age: 21-29 - PTO Benefits: One [benefit time allotment] every three (3) years
- Screening Age: 30-65 - PTO Benefits: One [benefit time allotment] every five (5) years

**Cancer Type: Colorectal** (Source: [ACS, 2018](#)) 24

- Screening Tests: Stool-based test - PTO Benefits: One [benefit time allotment] leave per year
- Screening Tests: Colonoscopy - PTO Benefits: [benefit time allotment] leave every three (3) to ten (10) years
- Screening Age: 45 - 75

**Cancer Type: Lung** (Source: [ACS, 2018](#))

- Screening Tests: Low-dose computerized tomography scan (LDCT)
- Screening Age: 50-80+ meet eligibility
- PTO Benefits: One benefit [benefit time allotment] per year.

**SECTION 6. EDUCATION, AWARENESS AND ENFORCEMENT:**

1. [Organization Name] Preventative Cancer Screenings Policy is required to be reviewed by the [Departments] as deemed necessary to determine any updates or revisions to be made to the policy.
2. A summary of the Preventative Cancer Screenings Policy will be included in [handbook, newsletter, binder, etc.] and as part of the onboarding process for all new employees.
3. To request this leave, employees will email the [Employee Manager, Administration, Director, Operations Manager, etc.] with proof of annual physical and scheduled cancer screening appointments at least [xxx] week/s in advance. [Organization Name] employees will work with [Employee Manager, Administration, Director, Operations Manager, etc.] to determine appropriate documentation. Employees will schedule preventative screenings to avoid conflict with work objectives or deadlines. This benefit can only be used for preventative cancer screenings and an annual physical and cannot be used for any other health-related appointments.

**SECTION 7. EFFECTIVE DATE:**

This policy is effective on \_\_\_\_ \_\_, 20\_\_.

