

## Cancer Screening Mark off Procedures

In an effort to implement the agreement between ACRE 1&9 and MNR the following procedures will take effect on February 12, 2018.

- 1) T&E Employees requesting to be marked off for a cancer screening appointment must do so by completing and submitting the attached “Cancer Screening Request Day” form to the Crew Management Center at least 7 days prior to the scheduled appointment date.
- 2) The CMC will review each request and notify the employee in advance if their request was approved or denied.
- 3) If approved, the employee will be notified and marked **off one (1) day ONLY. (Automatic markup provisions will apply).**
- 4) Within 72 hours employees must submit written documentation to the CMC from a medical provider indicating that their absence was due to a breast or prostate cancer screening appointment. (Mandatory items on this note must include date and time of appointment, name of employee, and name and I.D# of doctor/facility on their letterhead). Not providing this documentation can result in not being paid for that day and the accumulation of an occurrence as per the attendance policy.

**CANCER SCREENING REQUEST FORM**

Employee Name: \_\_\_\_\_ Employee #: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Appointment Date: \_\_\_\_\_ Appointment Time: \_\_\_\_\_

Approved: YES \_\_\_\_\_ NO \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

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**Reminder: EMPLOYEES MUST PROVIDE DOCUMENTATION WITHIN 72 HOURS**

**(NOTE MUST INCLUDE DATE/TIME OF APPOINTMENT, NAME OF EMPLOYEE,  
NAME & I.D. # OF DOCTOR/FACILITY ON THEIR LETTERHEAD)**