Supervisor’s Guide
Purdue University’s Center for Healthy Living
Mammography Screening Event

In 2014 Purdue’s mammography screening rate was 47.5 percent (down 8.4 percent from 2013). In an effort to increase screening rates, along with awareness, we are offering a program through the Center for Healthy Living to reduce any barriers to obtaining a preventive mammography screening. Purdue University’s Center for Healthy Living, in conjunction with Indiana University Health Arnett, is providing convenient access for employees to get their preventive (not diagnostic) mammogram screening in paid status with supervisor approval.

Who is eligible for mammography screenings?

All benefits-eligible employees at the West Lafayette campus are eligible to register with priority given to those who have not had a screening within the past two years or more.

What does the screening event offer eligible employees?

- Employees will be provided up to 90 minutes of paid release time with supervisor approval to allow for travel to the Center for Healthy Living for transport to IU Health Arnett Medical Offices in West Lafayette or self-provided travel to IU Health Arnett, complete screening and return to Purdue.
- The employee does not need to make up the paid release time.
- The mammography screening will be provided at no charge to the employee as preventive mammography screenings are covered at 100 percent on any health plan.

How does an employee participate?

The employee will complete the following steps:

- Talk with the supervisor to discuss acceptable times to be away from the workplace and any appointment times the employee should avoid.
- Call the Center for Healthy Living to register for a screening day and time beginning July 15, 2015. All employees must be registered by August 28, 2015 to participate.
- Go to the appointment.
- Record the time away on the time sheet as “Other leave.”

Release time for this event is a privilege and is not a guaranteed benefit.

Employees who abuse the privilege to participate may have the privilege revoked or will be subject to disciplinary action up to and including termination.

Where do employees go for the screening?

Mammography screenings are being completed at Indiana University Health Arnett Medical Offices located at 253 Sagamore Parkway West, West Lafayette.
Transportation is being provided from the Center for Healthy Living on Friday, October 2 and Monday, October 5. Upon registering, employees will be asked if they would like to utilize transportation.

Registered employees may provide their own transportation to their screening appointment. Those registered for screenings on Saturday, October 3 must provide their own transportation.

**When can the employee go?**

Mammography screenings are the following days and times:

- **Friday, October 2:** 6 – 8 a.m.; 10 a.m. – noon; and 4 – 6 p.m.
- **Saturday, October 3:** 10 a.m. – 4 p.m.
- **Monday, October 5:** 6 – 8 a.m.; 10 a.m. – noon; and 4 – 6 p.m.

**How should our department prepare?**

Departments are encouraged to establish protocol for submitting, considering and approving participation in a manner that best fits their business needs. Participation in Purdue University’s Center for Healthy Living mammography screenings should not negatively impact attendance or an employee’s performance of job responsibilities.

The Employee Relations team in Human Resources is available to answer questions and to help you establish procedures that will work efficiently in your area.

**Q. Does the employee have to provide proof of attending the mammography screening?**

A. When talking with their supervisor, employees should ask whether they need to provide proof of attendance. If their supervisor requires proof, the employee should obtain a Wellness Program Attendance Form. The form can be requested from the Center for Healthy Living on the day of their appointment. HIPAA laws cover the screening, so the form will only confirm attendance and will not include any personal health details.

**Questions?**

Please contact Human Resources at 49-42222 or hr@purdue.edu.