07-07.56 – HEMOPHERESIS DONATION LEAVE

I. **Policy Statement:** This policy allows Regular employees to be absent from duty to donate blood platelets without loss of pay or charge to accrued leave.

II. **Responsible Executive and Office:**

   Responsible Executive: Associate Vice President of Human Resources

   Responsible Office: Office of Human Resources

III. **Entities Affected by this Policy:** All University departments and regular employees.

IV. **Procedures:**

   An employee who gives their supervisor reasonable notice shall be allowed up to four (4) hours of leave per donation without loss of pay and without charge to accrued leave to donate blood platelets through the process known as Hemopheresis.

   A. Absences are limited to two (2) within a twelve (12) month period.

   B. The employee must provide their supervisor with verification of the donation on the donating facility’s letterhead stationary within one (1) week of the donation.

   C. The original verification shall be kept in the Office of Human Resources.

   D. Failure to provide verification of the donation will result in the employee being charged with earned leave or leave without pay, at the supervisor’s discretion.

   E. The reasonable notice period shall be determined by the employee’s supervisor based on the department’s business needs.

   F. The leave may be denied by the employee’s supervisor based on the department’s business needs.

**Related Policies:** None.

**Approval Date:**

**Effective Date:** 06/07/2005
Approved by: President’s Council