



SECTION: HR
TOPIC: BLOOD/PLASMA
DONATION
AUGUST 2024

ADMINISTRATIVE PRACTICES MANUAL

SUBJECT: BLOOD/PLASMA DONATION

1. Employees shall be granted up to two hours leave with pay per occurrence to donate blood. This applies to:
 - a. County sanctioned blood drives or other blood drives provided by the Red Cross.
 - b. Emergency calls to individual employees for donations of blood, and
 - c. Participation in apheresis (plasma).
2. The leave may extend beyond the two hour limit due to documented medical necessity.
3. If an employee is being paid by the facility at which they are donating, they are not eligible to receive the two hours leave with pay from the county.
4. For departments with mandatory minimum staffing levels, employees need to schedule donations well enough in advance for the department to accommodate the absence.
5. The total number of occurrences per year is currently unlimited.
6. Prior supervisory approval is required for all appointments.

END OF POLICY