



Policy 5.11	Blood Donation Leave		
<u>Effective Date:</u> 9/14/10	<u>Applicable Law/Statute:</u> 820 ILCS 149	<u>Source Doc/Dept.:</u> None/HR	<u>Authorizing I.C. Sec.:</u> None
<u>Last Amended Date:</u> 2/28/12			

BLOOD DONATION LEAVE

5.11

POLICY

It is the policy of DuPage County to comply with all applicable Federal and State laws in granting full-time employees up to one (1) hour of paid leave to donate blood.

ELIGIBILITY

- All full-time employees under County Board Jurisdiction who have been employed for at least six (6) months.

GUIDELINES

- A. Employees may request up to one (1) hour of paid leave to donate blood, one time every fifty-six (56) days, in accordance with appropriate medical standards (e.g. American Red Cross, American Blood Centers, American Association of Blood Banks, or other nationally recognized standards).
- B. Employees must obtain approval from their supervisor in advance of the day of the donation in order to receive the paid leave.
- C. Employees are required to submit official and/or medical documentation of the blood donation before compensation will be awarded for the leave time.
- D. Any employee determined by the Department Head or Supervisor to be abusing the provisions of the blood donation leave policy shall be subject to disciplinary action, not to exclude termination.

PROCEDURES

1. An employee shall notify their Department Head or Supervisor as soon as practical of their intent to request paid leave to donate blood.
2. An employee shall submit official and/or medical documentation to their Department Head or Supervisor to be compensated for the leave time of up to one (1) hour to donate blood.

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3. The Supervisor shall notify the employee of the approval of their blood donation leave and be responsible for coding the time document accordingly.