

## **BLOOD DONOR LEAVE**

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This leave benefit has been expanded through June 30, 2021 to include all current City teammates and to allow for up to six paid hours to donate blood, plasma, or platelets at a donation site. If paid time in excess of six hours is required for donation(s), teammates should consult with their supervisor and HR Business Partner.

Policy expansion approved by City Administrator:



*Steve Rymer, City Administrator*  
*November 27, 2020*

### **POLICY**

It is the intent of the City of Rochester to encourage participation in the Mayo Clinic Volunteer Blood Assurance Program by allowing employees the opportunity to donate blood on a pre-scheduled date at an on-site City work location. These blood donation drives are generally scheduled on a quarterly basis.

### **ELIGIBILITY**

All regular full-time, part-time and seasonal employees who have been employed for at least six (6) months are eligible to participate in this program. Other donation criteria will be dependent on the Mayo Clinic's rules and regulations for the Blood Assurance Program ([www.mayoclinic.org/donateblood/](http://www.mayoclinic.org/donateblood/)).

### **GUIDELINES**

A. Employees participating in a City on-site blood donor drive will be allowed up to one (1) hour of granted paid leave time to donate blood during their work day providing there is adequate staff available to meet business needs and supervisor approval has been obtained (note Section C).

B. Employees electing to donate blood, plasma or platelets at a program away from the place of work, shall be required to use accrued vacation or compensation time off for the appointment. The total amount of leave used under this provision may not exceed three hours in a 12-month period. Payment for any of these services has no impact on the employee's eligibility to request paid time off.

C. While the City encourages participation in this on-site and other off-site blood donation and apheresis programs, the request for time off will be balanced with the needs of citizens, available staff coverage and other work requirements. Supervisory approval must be obtained by the employee at least two (2) days in advance of the donation day in order to receive the paid leave.

D. Any employee determined by the supervisor or department head to be abusing the provisions of the blood donation leave policy shall be subject to disciplinary action, not to exclude termination.

Adopted 12/1/08

