

## Organizational Policy

### BLOOD DONOR LEAVE

#### Purpose

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, plasma, and platelets.

Nothing stated in this policy creates an employment contract between the City of Rochester and its employees.

#### Eligibility

All regular full-time and part-time 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

Eligible employees will be allowed up to four (4) hours per 12-month period of paid leave time to donate blood or plasma during their workday providing there is adequate staff available to meet business needs and supervisor approval has been obtained. 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.

For platelet donations only, employees may use up to six (6) hours per 12-month period of paid time and up to 16 hours per 12-month period of sick leave before using accrued vacation or compensatory time off for any additional appointments subject to supervisory approval.

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.

Policy revisions approved by City Administrator:

  
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Alison Zelms

01/18/2022

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Date

#### Policy History

Current Revision: 1/11/2022, Previous Revision(s): 12/01/2008