



Jamestown Community College
Policies and Procedures

Policy Title	Blood Donation Leave	Policy Number	050
Section	Governance, Organization and General Information	Approval Date	6/2017
Subsection	Individual Rights	Effective Date	6/2017
Responsible Office	Human Resources	Review Date	

1.0 Purpose

1.1 The College will provide leave time to its employees for the purpose of donating blood.

2.0 Policy

2.1 Employees will be provided with paid blood donation leave of no more than three (3) hours each fiscal year.

2.2 Leave for blood donation may occur at the employee's place of employment, off-premises, or at an approved blood donation alternative.

2.3 Requests for blood donation leave must be made to and approved in advance by an employee's supervisor, consistent with other requests for time off from work.

3.0 Procedures

3.1 The College will notify employees in writing of their right to take blood donation leave.

3.2 Written notification of blood donation leave rights will be provided to employees at the time of hire and every September 15 thereafter.

3.3 Leave for blood donation shall be given without requiring use of vacation, sick, personal or other paid time off benefits, unless it exceeds the limitations set forth in Policy Section 2.1.

3.4 Employees will be required to provide their supervisor with no less than three (3) days advance written notice of a request for off-premises blood donation leave.

3.5 Employees making off-premises blood donation will be required to submit proof of the blood donation to their supervisor. Failure to submit documented proof will require the employee to use paid leave time or take the time without pay to cover the absence from their scheduled work day.

4.0 Definitions

4.1 Blood Donation Leave Alternatives: Leave for blood donation that is set forth by the employer at a convenient time and place, including the employee's place of employment.

4.2 College: Jamestown Community College.

4.3 Employee's place of employment: The physical location at which the employee works. Such location includes any facility owned and operated by Jamestown Community College

4.4 Off-premises blood donation: Blood donation which is not made in connection with a blood drive at the employee's place of employment or in connection with some other convenient time and place set by the employer.

4.5 Paid Leave: Leave is given without use of vacation, personal, sick or other already existing leave time.

5.0 References

5.1 New York State Department of Labor – Division of Labor Standards, Section 202-j

5.2 Guidelines for implementation of Employee Blood Donation Leave