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