

Blood Donation Leave

The College provides unpaid leave time for employees to donate blood. Employees may use accrued paid time off for unpaid Blood Donation Leave. An employee is entitled to up to three hours of unpaid leave time within any twelve-month period (per federal regulations, exempt employees must be paid for his/her leave time). As is customary, time required for blood donations made on-campus, through campus-sponsored blood drives, shall be paid if occurring during normal working hours.

An employee is expected to provide his/her supervisor with reasonable notice (defined as two or more days of notice), of the intent to utilize the blood donation leave time. Employees utilizing the leave for off-campus blood donations will be required to present proof of blood donation. The College will not retaliate against any employee who requests or takes a leave of absence to donate blood.