




<b>SECTION: HUMAN RESOURCES</b>	<b>REFERENCE NUMBER: A27</b>
<b>SUBJECT: BLOOD DONOR PAID TIME OFF POLICY</b>	<b>EFFECTIVE DATE: 3/07/2023</b>
<b>FROM: CRYSTAL CALDERA, CITY MANAGER</b> 	<b>LAST REVISION DATE: 3/07/2023</b>

**A. PURPOSE**

The Blood Donor Policy is designed to provide eligible employees paid time off to donate blood and/or plasma with an authorized blood bank facility without compensation. The City of Leon Valley understands that having an adequate blood supply is vital to public health. Donors help patients of all ages – accident and burn victims, heart surgery and organ transplant patients and those battling cancer and other life-threatening conditions.

**B. DEFINITIONS**

**Blood Bank** – A facility that (A) obtains a human blood donation from an unrelated donor; (B) is licensed, certified, or accredited as a blood bank, blood and tissue center, laboratory, or other health care facility and is authorized by (i) state and/or federal law, rule, or regulation; (ii) the American Association of Blood Banks; and (iii) International Organization of Standardization to collect, process, and preserve human blood donations; and (C) is operated in compliance with professionally recognized standards regarding quality and safety of collection of human blood donations.

**Eligible Employees** – Eligible employees are defined as a Full-time Employee under the City’s Personnel Manual (Article 1 General Provisions, Section III Definitions).

**Fiscal Year** – Begins on October 1<sup>st</sup> and Ends on September 30<sup>th</sup> of the ensuing year.

**PAR** – Personnel Action Request Form.

**Unrelated Donor** – A person who (A) is legally authorized or competent; (B) voluntarily provides a donation; and (C) is not related by affinity or consanguinity to the recipient of the donation.

**Without Compensation** – Eligible employees’ donation of blood and/or plasma shall be completely voluntary without direct monetary compensation being issued from an authorized blood bank facility.

**C. RESPONSIBILITIES**

1. Department Heads are responsible for:

- a. Reviewing documentation that requests paid time off under this policy and determining approval of time to be added to employee's timesheet.
  - b. Forwarding the Personnel Action Request Form (PAR) with Proof of Donation to the Human Resources Director.
  - c. Ensuring employee compliance and reporting suspected abuse of this policy to the Human Resources Director.
2. Employees are responsible for:
- a. Donating blood on their regular days off, or while off-duty without the intention to return to work within eight (8) hours.
  - b. Providing proof of donation to Department Head.
  - c. Ensuring that a PAR and supportive documentation is submitted properly to Department Head to receive paid time off under this policy.
3. The Human Resources Director is responsible for:
- a. Confirming the Employee is eligible for paid time off under this policy, and forward to Payroll Clerk for processing.
  - b. Reviewing noncompliance issues, or abuse, of this policy.
  - c. Provides support to the City Manager in the distribution or presentation of this policy.
4. The City Manager is responsible for:
- a. Informing employees of this policy, through the distribution of this directive.
  - b. Revising this policy as deemed necessary with approval by the city council.

**D. PROCEDURES**

1. An employee may only donate blood on their regular days off, or while off-duty without the intention to return to work within eight (8) hours, in order to receive paid time off.
2. Authority is hereby delegated to the department head or designee to review and approve eligible employee's requests for paid time off under this policy upon receipt of documentation.
3. An employee will receive payment for an amount not to exceed three (3) hours for their blood donation, without a deduction in salary or accrued leave, but no more than once in a fiscal year; unused time will not be banked for future use and/or payment.
4. Payment for approved paid time off shall be added to the employee's timesheet on the next available pay period.