



## Leave for Blood Donation Form

To be completed by employee (please print) and return to manager

1.) Employee Name, Title and Department:

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2.) Location of blood donation center:

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3.) Date of blood donation:

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4.) Time Out of Work (including travel time):

From \_\_\_\_\_ To \_\_\_\_\_

5.) To be completed by the off-site blood donation center-*This is to certify that the above provided blood donation during said date and time.*

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Name, Signature & Date

Staff are eligible for up to four (4) hours of paid leave to donate blood on an annual basis.

Employees are entitled to a leave of absence with pay for up to 4 hours (including travel to off-campus locations) per calendar year. This leave can be used intermittently. Any unused leave will expire on the last day of each calendar year.

Employees who donate blood outside of their regular work schedule do so on their own time. For example, employees are not granted compensatory time off for blood donations that occur on pass days or holidays.

Eligible employees are entitled to this leave, subject to the approval of the appointing authority. Employees will be required to submit this form or other acceptable documentation showing that their absence was for the purpose of donating blood. Employees are required to give their supervisor reasonable notice of the need for such leave.