



SECTION: HR  
TOPIC: BLOOD/PLASMA  
DONATION  
APRIL 2020

## ADMINISTRATIVE PRACTICES MANUAL

**SUBJECT: BLOOD/PLASMA DONATION**

1. Employees shall be granted up to two hours leave with pay per occurrence to donate blood. This applies to:
  - a. County sanctioned blood drives
  - b. Emergency calls to individual employees for donations of blood, and
  - c. Participation in apheresis.
2. The leave may extend beyond the two hour limit due to documented medical necessity.
3. For departments with mandatory minimum staffing levels, employees need to schedule donations well enough in advance for the department to accommodate the absence.
4. The total number of occurrences per year for all donations shall not exceed four.
5. Prior supervisory approval is required for all appointments.

**END OF POLICY**