

MLS EMPLOYEE BLOOD DONATION LEAVE POLICY

Approved by MLS Board on 10/16/06

EMPLOYEE BLOOD DONATION LEAVE

STATEMENT OF POLICY

Eligible employees may use paid leave for up to one hour every 56 days to donate or to attempt to donate blood.

DEFINITIONS

- A. "Eligible Employee" - means a full-time employee who has been employed for at least 6 months and who donates or attempts to donate blood.
- B. "Blood Donation" - means the act of donating blood in accordance with the nationally recognized medical standards for blood donation eligibility of the community blood bank as operated by the American Red Cross, America's Blood Centers, the American Association of Blood Banks, or other blood bank.

AMOUNT OF LEAVE

An employee may use up to one hour of paid leave every 56 days to donate or to attempt to donate blood.

NOTICE, APPROVAL AND VERIFICATION REQUIREMENT

An employee is required to give reasonable notice to the system in the event that the employee chooses to use leave under this policy. A request for leave under this policy must be in writing and must include the day the employee wishes to use the leave along with a written statement from the blood bank indicating that the employee has an appointment on the day requested for leave to donate or attempt to donate blood.

Upon the employee's return from an approved leave, the employee will be required to submit a written statement from the blood bank verifying that the employee kept the appointment.

COMPLAINT PROCEDURE

Employees who believe that their leave has been improperly administered under this policy may file a complaint with the Director of HR & Facilities. The complaint will be promptly investigated and the results of the investigation will be reported to the complaining employee. If the employee is unsatisfied with the findings of the investigation, the employee may appeal the decision to the Executive Director.