



Administrative Policy Manual

Policy No: A-19

Date: 12-1-10

Approved: *Dan Matting*

SUBJECT: DONATION OF BLOOD

PURPOSE: Employees are encouraged to donate blood and plasma.

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GENERAL POLICY:

Employees are encouraged to donate his/her blood or plasma to local blood banks and shall be compensated for time off when donating.

PROVISIONS:

1. Full-time and part-time employees are encouraged to donate whole blood or plasma at desert cities blood banks.
2. Employees shall notify his/her immediate supervisor and/or department head in advance that they wish to donate blood. Time off for blood donations shall be scheduled with due regard to the needs of the city, and approved by the department head.
3. Employees shall be compensated for time off while donating blood up to three times in a calendar year. Time keepers shall keep track of such activity.