

## **BLOOD DONATION LEAVE**

Village employees who work an average of twenty (20) hours or more per week are entitled to three (3) hours of unpaid leave per calendar year for the purpose of making a blood donation. This leave of absence will not be charged against any leave accruals (*e.g.*, sick leave, personal leave, vacation). However, employees are permitted to substitute accumulated paid leave accruals in order to receive pay for the hours used to donate blood.

Such leave time shall be accrued as of January 1<sup>st</sup> of each year. If the employee does not exercise his/her rights to such unpaid leave time prior to the completion of the calendar year, such leave time shall be forfeited for that calendar year and will not be eligible to be carried over to the next year. The three (3) hour unpaid leave time is inclusive of travel time to and from the appointment.

Prior to taking such leave, employees must receive approval from his/her Supervisor and/or Department Head. Employees who take such leave of absence shall provide at least seventy-two (72) hours written notice to his/her Supervisor or Department Head of the need for such leave, unless seventy-two (72) hours written notice is not possible due to unforeseen circumstances or in the event of an emergency. The employee's Supervisor and/or Department Head will have total discretion in the approval of such leave, but will not unreasonably deny such request.

Upon return to work, the employee shall provide the Village with sufficient proof of blood donation(s).

Please speak to the Village Manager for more information concerning blood donation leave.