

Onondaga County Directive

ADMINISTRATIVE DIRECTIVE MANUAL

SUBJECT: Blood Donation Leave Directive

SUPERCEDES: Personnel Memo of 8/4/2008

PAGE: 204.00

SIGNED: *Joanne M. Mahoney*
County Executive

DATE: 7/13/09

DIRECTIVE:

Recent State legislation requires all employers to provide certain leave time to employees for the purposes of donating blood. Section 202-j of the NYS Labor Law states that an employer must, at its option, grant either

- a) three hours leave in any twelve month period, or
- b) allow time to donate blood during work hours without charge to leave credits at least twice per year at a blood drive or other convenient time and place set by the employer.

PROCEDURE:

Onondaga County currently sponsors four blood drives per year at the Civic Center/War Memorial location. These drives provides an opportunity for those employees who can reasonably participate during their regular work hours. Employees who cannot participate due to work hours or location will be granted the three hours unpaid leave of absence option upon request. (Employees may also request approval to use vacation, personal leave, or comp time for this purpose.)

Pursuant to guidelines from the Commissioner of Labor:

- 1) "Employee" is defined as someone hired to work an average of 20 hours or more per week and does not include independent contractors.
- 2) Leave for off premises blood donation that is not part of an employer sponsored blood drive will be unpaid leave, unless employee use vacation leave, personal leave or comp time.
- 3) Leave for blood donation at an employer sponsored blood drive SHALL be paid leave without charge to leave credits and shall include reasonable recovery and travel time.
- 4) The employer sponsored blood drive location must be during the employee's normal work hours and within a reasonable travel distance.
- 5) Department Heads shall notify employees annually by January 15 of their right to take blood donation leave.
- 6) Employees may be required to provide reasonable notice of intent to donate blood (three working days for off-premises donation, two days for sponsored blood drives).
- 7) Employees may be required to show proof of their attendance at the donation site.