Memorandum

TO: All Staff
FROM: Mike Buono, Director of Human Resources
DATE: January 2009
SUBJECT: Blood Donation Leave

Legislation recently went into effect that requires employers to provide leave time to employees in order to donate blood. It distinguishes between off work premises donations and on work premises donations (such as an employer sponsored workplace blood drive).

The NYS Department of Labor has established guidelines for administering this new leave, which is have summarized below.

**Off Premises Donation**
The guidelines state that if the blood donation is off-premises, employees must be permitted at least one, three-hour leave period per calendar year during the employee’s regular work schedule. Leave for off-premises blood donation is not paid leave. Employees must give reasonable notice of their intention to use this leave, at least three days prior to the day on which leave would be taken. Employers can also require documentation of the blood donation so if you use this leave, please be sure to get the documentation from the blood drive location you are going to.

**On Premises Donation**
Employers may elect to establish blood donation leave alternatives at a convenient time and place for the employer, which may include a workplace blood drive. These alternative leaves are to be given during the employee’s regular working hours and do not require the employee to use accumulated vacation, personal, sick, or other already existing leave time for the time they use when donating blood.

I have attached the new request form to this email. It will also be available on InfoCenter in the Human Resources – Forms section.

If you have any questions regarding this new leave, you may email me at mbuono@questar.org. Thanks.