

# MANAGEMENT DIRECTIVE

## Commonwealth of Pennsylvania Governor's Office

<b>Subject:</b> Paid Absence for Blood Donation	<b>Number:</b> 530.21 Amended
<b>Date:</b> April 8, 2010	<b>By Direction of:</b>  Naomi Wyatt, Secretary of Administration
<b>Contact Agency:</b> PA Office of Administration, Office of Human Resources Management, Bureau of Employee Benefits and Services, Telephone 717-787-9872	

**This directive establishes policy, responsibilities, and procedures for employees who donate blood at an agency sponsored blood drive or donor center. This amendment provides updates to terminology, procedures and policy. Marginal dots are excluded due to major changes.**

- 1. PURPOSE.** To establish policy, responsibilities, and procedures for paid absence when employees donate blood at an agency sponsored blood drive or donor center.
- 2. SCOPE.** This directive applies to all departments, boards, commissions, and councils (hereinafter referred to as "agencies") under the Governor's jurisdiction.
- 3. OBJECTIVE.** To ensure absences for blood donation are administered consistently and in accordance with established absence policy requirements.
- 4. DEFINITIONS.**
  - a. Agency Sponsored Blood Drive.** An arrangement made by an agency to organize a blood drive with the local blood bank at the worksite for the convenience of employees.
  - b. Blood Donation.** The extraction of whole blood or platelets (apheresis); this does not include the extraction of plasma.
- 5. POLICY.**
  - a.** *Section 5.201 of Management Directive 505.7, Personnel Rules,* authorizes agency heads to make blood donor plans available to employees in the areas where they work. Agency sponsored blood drives should be scheduled at times that are least disruptive to operations. Employees who participate in agency sponsored blood drives shall not be charged absence when donating blood at the worksite.

- b. The following absence provisions apply to employees who donate blood at a donor center, i.e., local blood bank, or blood drive other than at the worksite:
  - (1) Employees shall be granted up to four hours of administrative absence each calendar year for blood donation. Time away from work for blood donation in excess of the amount of approved administrative absence must be requested and charged to annual/combined, personal, or unpaid absence.
  - (2) Employees must obtain approval for administrative absence prior to blood donation and may be required to provide verification of the duration of absence.
  - (3) Employees whose unions have not negotiated administrative leave may be granted such leave in accordance with the above provisions at the discretion of the agency head.

## 6. RESPONSIBILITIES.

- a. **Human Resource Office.** Organizes agency sponsored blood drives with local blood banks with the approval of the agency head and audits administrative absence usage for employees on a regular basis to ensure absence usage is consistent with policy.
- b. **Employee.** Schedules time for blood donation when it is least disruptive to operations and supplies supporting documentation, if requested.
- c. **Approving Authority.** Approves absences consistent with operational requirements, monitors absence usage per employee, and verifies supporting documentation.

## 7. PROCEDURES.

- a. **Agency Sponsored Blood Drives.**
  - (1) **Human Resource Office.** Organizes agency sponsored blood drives with local blood banks.
  - (2) **Employee.** Requests supervisory approval for the time when they plan to donate blood.
- b. **Blood Donation Other Than at the Worksite.**
  - (1) **Employee.**
    - (a) Schedules off site blood donation when it is least disruptive to operations.
    - (b) Enters absence request and includes reason for the absence, i.e., blood donation, in the text portion of the absence request.

- (c) Provides supporting documentation, if requested, for off site blood donation.

**(2) Approving Authority.**

- (a) Approves absence requests for off site blood donation locations consistent with operational requirements.

- (b) Verifies supporting documentation for off site blood donation.

**(3) Human Resource Office.**

- (a) Audits administrative absence usage for employees to ensure absence usage is consistent with policy.

- (b) Verifies supporting documentation for off site blood donation.

- (c) Corrects absence if discrepancy is discovered.

**This directive replaces, in its entirety, *Management Directive 530.21*, dated May 13, 1997.**