



<b>SECTION: HUMAN RESOURCES</b>	<b>REFERENCE NUMBER: A27</b>
<b>SUBJECT: BLOOD DONOR PAID TIME OFF POLICY</b>	<b>EFFECTIVE DATE: 3/07/2023</b>
<b>FROM: CRYSTAL CALDERA, CITY MANAGER</b>	<b>LAST REVISION DATE: 3/07/2023</b>

A. **PURPOSE**

The Blood Donor Policy is designed to provide eligible employees paid leave to donate blood and/or plasma with an authorized blood bank facility without compensation. The City of Leon Valley understands that having an adequate blood supply is vital to public health. Donors help patients of all ages – accident and burn victims, heart surgery and organ transplant patients and those battling cancer and other life-threatening conditions.

B. **DEFINITIONS**

**Blood Bank** – A facility that (A) obtains a human blood donation from an unrelated donor; (B) is licensed, certified, or accredited as a blood bank, blood and tissue center, laboratory, or other health care facility and is authorized by (i) state and/or federal law, rule, or regulation; (ii) the American Association of Blood Banks; and (iii) International Organization of Standardization to collect, process, and preserve human blood donations; and (C) is operated in compliance with professionally recognized standards regarding quality and safety of collection of human blood donations.

**Eligible Employees** – Eligible employees are defined as a Full-time Employee under the City’s Personnel Manual (Article 1 General Provisions, Section III Definitions), and is not employed with the city as an Emergency Medical Technician, Firefighter or Police Officer, paid or unpaid.

- i. Emergency Medical Technician- Individual who is employed by the city and certified as an emergency medical technician under Chapter 773, Health and Safety code.
- ii. Firefighter- Paid employee of the city’s fire department who: (a) holds a position that requires substantial knowledge of firefighting, (b) has met the requirements for certification by the Texas Commission on Fire Protection under Chapter 419, Government Code, and (c) performs at least one of the following functions: fire suppression, fire prevention, fire training, fire safety education, fire maintenance, fire communications, fire medical emergency technology, fire photography, fire administration; or fire arson investigations.
- iii. Peace Officer- Police officers [may include others, such as marshals, some of whom may be elected] licensed by the Texas Commission on Law Enforcement

and employed by the city. (Ref. Texas Local Gov't Code 180.008(a); 143.003(4)(A); Tex. Health & Safety Code 121.021; Tex. Code Crim. Pro. Art. 2.12.)

**Fiscal Year** – Begins on October 1<sup>st</sup> and Ends on September 30<sup>th</sup> of the ensuing year.

**PAR** – Personnel Action Request Form.

**Unrelated Donor** – A person who (A) is legally authorized or competent; (B) voluntarily provides a donation; and (C) is not related by affinity or consanguinity to the recipient of the donation.

**Without Compensation** – Eligible employees' donation of blood and/or plasma shall be completely voluntary without direct monetary compensation being issued from an authorized blood bank facility.

C. **RESPONSIBILITIES**

1. Department Heads are responsible for:

- a. Reviewing and ensuring the request for paid leave under this policy is verified before approving the request for paid time off.
- b. Forwarding the PAR with Proof of Donation to the Human Resources Department.
- c. Ensuring employee compliance and reporting suspected abuse of this policy to the Human Resources Department.

2. Employees are responsible for:

- a. Requesting their Department Head's approval before taking time off to donate blood.
- b. Providing proof of donation upon return to Department Head.
- c. Ensuring that a PAR and supportive documentation is submitted properly to Department Head to receive paid leave under this policy.

3. The Human Resources Director is responsible for:

- a. Confirming that the Employee is eligible for paid leave under this policy, and forward to Payroll Clerk for timekeeping.
- b. Accepting and reviewing noncompliance, or abuse, of this policy.
- c. Provide support to the City Manager in the distribution and/or presentation of this policy.

4. The City Manager is responsible for:

- a. Informing employees of this policy, through the distribution of this directive.

b. Revising this policy as deemed necessary with approval by the city council.

D. **PROCEDURE**

1. Authority is hereby delegated to the department head or designee to review and approve eligible employee's requests for leave under this policy.
2. An employee must obtain prior approval from their department head before taking paid time off to donate under this policy.
3. An employee will receive sufficient time off, not to exceed three (3) hours, without a deduction in salary or accrued leave, to donate, but no more than once in a fiscal year.
4. Upon returning to work after taking time off under this policy, an employee shall provide documented proof that the employee donated during the time granted.
5. If the employee fails to provide documented proof that the employee donated during the time granted, the employee's accrued personal leave will be deducted for the amount of time the employee was absent from work for such a purpose.
6. Any time taken exceeding the allowed three (3) hours will be deducted for accrued personal leave on the next available pay cycle.