

SUBJECT: BLOOD DONATIONS BY CITY EMPLOYEES

Policy: It is the policy of the City to encourage employees to donate blood to the American Red Cross either through regular (whole blood) donations at the Red Cross Blood Center or at City, County, or State sponsored bloodmobiles or through the pheresis process.¹

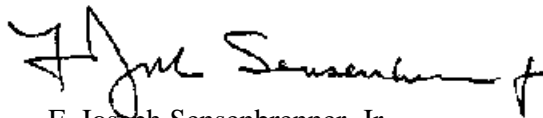
Procedures:

1. When an employee is called or decides to donate blood (i.e., regular donations or pheresis), the employee's supervisor must be notified. Once the supervisor has approved the requested absence from the workplace, the time will be treated as regular worktime.
2. Employees should schedule their absences at times which will cause the least disruption to the workplace.
3. In the event an employee does not have access to personal transportation, a City vehicle (if available and if the employee is eligible to drive it) may be used by the employee to go to and from the donation site with the approval of the Supervisor.

Exceptions: This policy does not apply to the following categories of City employees:

1. Non-permanent employees such as hourly/seasonal or Work Study students. Limited Term Employees are covered.
2. Employees performing functions which could require emergency response such as on-duty Police Officers and Firefighters.
3. Employees who would be unable to perform their normal duties immediately after the donation due to the physical limitations recommended by the American Red Cross. (Note: In cases of this type, the donation could be scheduled at the end of the work day so the employee would not be required to work after the donation).

Informational Notes: Regular donations take approximately one hour to one and a half hours plus travel time. Pheresis donations take approximately two to four hours plus travel time. Some regular donors and all pheresis donors are called by the American Red Cross and asked to donate during a specific timeframe when special needs arise. In most cases, there is some flexibility as to exactly when the donation is needed, but there may be time when such flexibility does not exist due to the nature of the need or the available hours of the Red Cross Blood Center.



F. Joseph Sensenbrenner, Jr.
Mayor

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¹Pheresis is a process for extracting a specific component of the blood (either platelets or white cells) from whole blood and immediately returning the remainder to the donor. In this way, larger quantities of the components can be obtained than would be possible through regular whole blood donations.