



ADMINISTRATIVE DIRECTIVE

SUBJECT  <b>TIME OFF FOR BLOOD DONATIONS</b>	NUMBER <b>2.01-7I</b>	PAGE <b>1 of 1</b>
	PAGE ISSUE DATE <b>July 1, 2007</b>	

I. **PURPOSE**

To state the policy and procedures for permitting permanent/probationary full-time city employees time off with pay to make blood donations.

II. **POLICY**

As a public employer, the City of Tucson encourages its employees to make regular blood donations. The city realizes that the donation of one's blood for the use of those who need it to sustain their lives in emergency situations is one of the most simple, yet one of the most profoundly humanitarian actions any individual can perform.

III. **DEFINITIONS**

**Blood Donations** – The contribution of blood, white blood cells, or single-donor platelets for which the employee receives no remuneration.

IV. **GENERAL**

A. Permanent/probationary full-time employees wishing to donate blood will be allowed to do so with pay during normal working hours. The paid time off will be limited to the actual time necessary to donate blood (including travel time to/from a blood donation center), up to a maximum of two hours. In unusual circumstances, or as necessary for more complex medical procedures, additional time off with pay may be approved by the employee's department director.

B. Employees wishing to take time off with pay to donate blood must receive approval from their supervisors prior to leaving the assigned work area.

**Forms** None

**References** (for a complete list of references for the entire AD Leaves series, please see AD 2.01-7) No other Administrative Directives are specifically cited in this Administrative Directive as reference.

**Review Responsibility and Frequency** The Director of Human Resources will annually review this directive, based on date of publication.

**Authorized**

  
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City Manager

  
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Date