

State of California

M E M O R A N D U M

TO: PERSONNEL MANAGEMENT LIAISONS DATE: September 13, 2001
REFERENCE CODE: 2001-034

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Officers
Personnel Transactions Supervisors
Employee Relations Officers

FROM: Department of Personnel Administration
Classification and Compensation Division

SUBJECT: Time Off for Blood Donations

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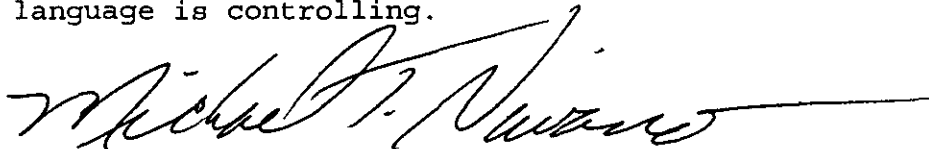
This memorandum is to remind State departments of the policy regarding paid time off for blood donations in response to the urgent need created by the recent events on the East Coast.

If an employee does not have sufficient time outside of working hours to make his or her donation, the employee may be allowed up to two hours without loss of pay. Efforts should be made, of course, to schedule these appointments in a manner that creates the least disruption to the work setting, preferably at the beginning or end of the work day.

In the past, State employees have generously donated to the State's blood banks. Departments should continue to be flexible in adjusting employee work schedules to allow employees to make blood donations. We are proud of the State's record and employees should continue to be encouraged to participate in this worthy and life-sustaining activity.

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In instances where there is a provision in the Memorandum of Understanding (MOU) regarding time off for blood donations, the MOU language is controlling.

A handwritten signature in black ink, appearing to read "Michael T. Navarro", with a long horizontal flourish extending to the right.

Michael T. Navarro, Chief
Classification and Compensation Division