PERSONNEL CABINET

Steven L. Beshear
Governor

501 High Street, 3rd Floor
Frankfort, Kentucky 40601
Phone (502) 564-7430
Fax (502) 564-7603
www.personnel.ky.gov

Tim Longmeyer
Secretary

TO: Cabinet Secretaries
Agency Heads
HR Administrators

FROM: Tim Longmeyer, Secretary TML

DATE: November 20, 2012

SUBJECT: Blood Donation

The Kentucky Safety Program and the Personnel Cabinet are pleased to sponsor the Kentucky Blood Center's blood drive. The Kentucky Blood Center will be accepting donations on **Friday, December 14, 2012, from 8 a.m. – 2:30 p.m.** The blood drive will be held in the auditorium of the Kentucky State Office Building. Appointments to donate may be scheduled on the Kentucky Blood Center website at www.kybloodcenter.org or calling 502-564-7824. **Priority will be given to those with scheduled appointments.**

- Employees must request blood donation leave in advance.
- All employees who donate blood at a licensed blood center certified by the Food and Drug Administration during their regular working hours shall receive four (4) hours leave time, with pay, for the purposes of donating and recuperating blood.
- Leave granted under this section shall be used at the time of the donation unless circumstances, as specified by the supervisor, require the employee to return to work.
- If the employee returns to work, the unused portion of the leave time shall be credited as compensatory leave.
- Blood donation leave shall not be granted for donations given during an employee's lunch hour.
- Employees who are deferred from donating blood shall not be charged leave for the time spent attempting to donate, but shall not receive the four (4) hours leave time for attempting to make a donation.
- Employees are required to submit blood donation leave verification to their supervisor.

For question regarding the blood donation policy, please contact Dana Harvey at (502)564-7824. Questions regarding blood donation should be referred to the Kentucky Blood Center at (888)775-2522.

Every donor will be entered into a drawing to win one of 20 $25 Wal-Mart gift cards. Also, donors will be given the option to forgo their T-shirt gift, and KBC will donate the value of the shirt to the Salvation Army.