



**Department of
Education**

Joel I. Klein
Chancellor

Lawrence Becker
Chief Executive Officer
65 Court Street
Brooklyn, NY 11201

+1 718 935 2988 tel
+1 718 935 5270 fax

PERSONNEL MEMORANDUM NO. 7, 2008 - 2009

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**TO: All Superintendents, All Principals, ISC Executive Directors,
ISC Deputy Directors, ISC HR Directors, Chief Executives and Heads
of Offices**

FROM: Lawrence E. Becker *Lawrence E. Becker*

**RE: TIME OFF FOR ADMINISTRATIVE EMPLOYEES WHO DONATE
BLOOD**

The Department of Education is a participant in the New York City Employee Blood Program and, as such, the policy established by the New York City Department of Citywide Administrative Services relative to time off for blood donations applies to all administrative employees who donate blood.

The policy is as follows:

I. Policy

In order to assist our community's efforts to provide a safe and adequate blood supply, employees are encouraged to participate in the New York City Employee Blood Program through agency programs which offer donation sites at the work place and at fixed sites operated by the New York Blood Center throughout the greater New York area.

Employees who donate blood during working hours, at an on-site agency blood drive provided through the New York City Employee Blood Program, are granted three hours of compensatory time, in addition to the time actually used to donate blood.

Please refer to the following guidelines regarding time off for employees who donate blood:

II. Guidelines

A. Blood Donation Through the New York City Employee Blood Program During Working Hours

1. A productive blood donor who donates blood through the New York City Employee Blood Program during working hours, at an on-site agency blood drive, will be granted three hours of compensatory time. This is in addition to the time used to actually donate blood. Employees are excused **only** for the amount of time it actually takes to donate blood, including travel to and from the donation site, up to a maximum of three hours. Any additional time off must be charged to the employees' leave balances.

2. Only those employees who make donations at an on-site agency blood drive are entitled to receive compensatory time. This compensatory time can be used at the employee's discretion, subject to agency approval, immediately after donation or banked for up to one year. An employee **cannot** be paid for this time in lieu of taking it off.

3. A productive blood donor who donates blood through the New York City Employee Blood Program during working hours, at a fixed site operated by the New York Blood Center, or at a hospital, may be excused for only the time needed to actually donate blood, including travel time, up to a maximum of three hours. This donor is not entitled to receive compensatory time.

B. Blood Donation During Non-Working Hours

An employee who donates blood during non-working hours shall not be credited with compensatory time for such donation.

C. Other Types of Donations Covered by This Policy

Apheresis and plasmapheresis donations are types of blood donations and should be handled in the same manner as other blood donations.

D. Autologous or Directed Donation

An employee who makes an autologous or directed donation is not entitled to either time off for the actual donation or compensatory time. In an autologous donation, the donor donates his/her blood to be stored for personal transfusion at a future date. In a directed donation, the donor selects the person who is to receive the donation.

E. Donation at a Hospital

An employee who donates blood at a hospital must bring back a receipt from the hospital to give to the agency Blood Coordinator in order to be credited with the blood donation, and excused for the time if the donation was made during working hours.

Inquiries should be directed to HR Connect at 718-935-4000.