



## Blood Donation Leave

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### **POLICY STATEMENT**

The university provides reasonable time away from work for employees who wish to donate blood.

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### **REASON FOR POLICY**

In compliance with New York State law, and in recognition of the importance of this topic from a public health perspective, the university provides eligible faculty, staff, and hourly student employees with three hours of leave per calendar year for the purpose of donating blood.

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### **ENTITIES AFFECTED BY THIS POLICY**

- All units of the university

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### **WHO SHOULD READ THIS POLICY**

- All members of the Cornell University faculty, academic, and nonacademic staff, including regular, temporary, and student employees who work an average of 20 or more hours per week.

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### **WEB ADDRESS FOR THIS POLICY**

- This policy: [www.dfa.cornell.edu/policy/policies/blood-donation-leave](http://www.dfa.cornell.edu/policy/policies/blood-donation-leave)  
- University Policy Office: [www.policy.cornell.edu](http://www.policy.cornell.edu)

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## POLICY 6.9 Blood Donation Leave

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### RELATED RESOURCES

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#### University Policies and Documents

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[University Policy 6.2.1, Leaves for Professors and Academic Staff](#)

[University Policy 6.9, Time Away from Work \(sections on Health and Personal Leave and Vacation\)](#)

[Student Employment Policies and Procedures](#)

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#### Other Documents

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[New York State Labor Law, Article 7, Section 202-j](#)

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### CONTACTS

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Direct any general questions about this policy to your college or unit's administrative or human resource office. Direct questions about specific issues to the following offices.

Subject	Contact	Telephone	E-mail/Web Address
<b>Policy Clarification</b>	College/Unit Human Resource Representative		<a href="http://hr.cornell.edu/find-your-hr-representative">hr.cornell.edu/find-your-hr-representative</a>
<b>Policy Interpretation</b>	Division of Human Resources/Workforce Policy and Labor Relations	(607) 255-4652	<a href="mailto:equalopportunity@cornell.edu">equalopportunity@cornell.edu</a>
<b>Blood Donation Information – Community</b>	American Red Cross of Tompkins County	(607) 273-1900	<a href="http://www.redcross.org/give-blood">www.redcross.org/give-blood</a>
<b>Blood Donation Information – University</b>	Cornell Health	(607) 255-5155	
<b>Blood Donation Leave – Weill Cornell Medicine</b>	Human Resources	(646) 962-3734	<a href="mailto:anc2035@med.cornell.edu">anc2035@med.cornell.edu</a>

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### DEFINITIONS

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These definitions apply to terms as they are used in this policy.

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<b>Eligible Employee</b>	A faculty, academic, or nonacademic staff member, including members that are regular or temporary, who work an average of 20 or more hours per week.
<b>Student Employee</b>	A student appointed to the university's hourly payroll, who works an average of 20 or more hours per week.

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### RESPONSIBILITIES

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<b>Faculty and Academic Staff</b>	For responsibilities, refer to University Policy 6.2.1, Leaves for Professors and Academic Staff.
<b>Manager/Supervisor</b>	Approve a minimum of three hours of time away from work for eligible employees, upon request. Consider and respond to requests from eligible employees for more than three hours of time away from work. Consider and respond to requests from non-eligible employees for time away from work for blood donation purposes.
<b>Staff Members and Student Employees</b>	Request time off from the supervisor, in advance, in accordance with the unit's procedure for requesting time off from work in general. Provide confirmation of attendance at the blood donation site, if requested by the supervisor.

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### PRINCIPLES

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#### Overview

Upon request, the university must provide three hours of unpaid leave per calendar year to eligible faculty and staff members who wish to donate blood. Requests for more than three hours, or requests from non-eligible employees for blood donation purposes is subject to supervisory approval.

#### Use of Accruals

Eligible employees with accrued time may choose to use accrued health and personal leave or vacation for all or part of the leave taken for blood donation purposes.

◆**Note:** Use of accruals by exempt staff members should be handled in accordance with college/unit procedures and with principles described in the “Exempt Staff” section of the “Overview” of University Policy 6.9, Time Away From Work.

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### PROCEDURES

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#### **Requesting Blood Donation Leave**

##### Nonacademic Staff

Nonacademic staff members must request time off, in advance, from the supervisor in accordance with their unit's procedure for requesting time away from work in general. Supervisors must respond in accordance with unit procedure.

##### Academic Staff

For guidance, academic staff should refer to University Policy 6.2.1, Leaves for Professors and Academic Staff.

##### Weill Cornell Medicine

Employees of Weill Cornell Medicine should request time off in accordance with the procedures appropriate for their work unit.

#### **Record Keeping**

Supervisors may require confirmation from the employee of his or her attendance at the blood donation site.