

HUMAN RESOURCES ADMINISTRATIVE MANUAL
TIME AWAY FROM WORK: BLOOD or BLOOD PLATELET DONATION LEAVE

BLOOD OR BLOOD PLATELET DONATION LEAVE

CITATION REFERENCE

OFFICIAL TITLE	Policy on Blood or Blood Platelet Donation Leave
VOLUME	Human Resources
RESPONSIBLE OFFICE	USG Human Resources Office
ORIGINALLY ISSUED	APRIL 1, 2024
REVISED	NA

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Policy Statement

In accordance with Georgia Law (OCGA § 45-20-30) University System of Georgia (USG) employees are provided leave with pay for the donation of:

Blood. Regular fully benefited USG employees are eligible to request up to two (2) hours of leave with pay for the purpose of donating blood up to four times each calendar year.

Blood Platelets. Regular fully benefited USG employees are eligible to request up to four (4) hours of leave with for the purpose of donating blood platelets up to four (4) times each calendar year.

An employee who does not use the full amount of time permitted for each donation occurrence does not accrue the right to any subsequent donation related leave.

This policy ensures blood and platelet donation related leave administration consistency among USG institutions while also affording the appropriate level of flexibility needed at the institutional level.

Applicability

All units of the USG are covered by this policy.

Who Should Read This Policy

All Human Resources personnel and employees within the USG should be aware of this policy.

Definitions

N/A

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Process and Procedures

Institutions must establish internal processes and procedures to implement this policy.

- Paid time off may be granted to donate blood or blood platelets at a campus or off-campus location.
- Institutions may require employees who donate blood or blood platelets to provide acceptable proof of their blood donation.
- All questions regarding blood or blood platelet donation leave should be directed to the institution's Office of Human Resources.
- **Employee Responsibility:** Employees must follow time off request and approval procedures, provide their supervisor with reasonable notice, and are responsible for requesting and obtaining approval from their supervisor in advance of taking time off to donate blood or blood platelets.
- **Supervisor Responsibility:** The Supervisor is responsible for ensuring time off request procedures are followed, verifying the use of time off is appropriate and coordinated with departmental scheduling to ensure minimal disruption of operations, and approving time off use in the system of record.

Responsible Parties and Contact Information

Party	Responsibility	Phone/Email/URL
Vice Chancellor for Human Resources, USG	Maintain leave policy, provide guidance to institution human resources officers on effective utilization of policy, monitor for compliance, update the system as necessary, and respond to campus requests for updates.	404-962-3235 usg-hr@usg.edu
Institution Chief Human Resources Officers	Ensure appropriate utilization of the USG Blood Donation leave on their respective campuses.	See University System HR Officer Listing at http://www.usg.edu/hr/offices/

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Website Address for This Policy

- HRAP Time Away from Work – Blood and Blood Platelet Donation Leave
- [BOR Policy Manual – 8.2.7.7 Other Leave – Blood and Blood Platelet Donation](#)

Appendices (Internal Documents, Forms and Web Links)

- NA

Related Document and Resources (External)

Georgia Code § 45-20-30 – Leave of Absence for Blood Donation

Related Policies and Procedures

- [HRAP Time and Leave Reporting](#)
- [Business Procedures Manual \(BPM\) 5.2.1 – Time and Leave Reporting](#)
- [HRAP Organ and Marrow Donation](#)

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