

# Fort Knox CPAC...



## HR Tip of the Week

### Excused Absence for Blood Donation

Employees who volunteer as a blood donor may be granted excused absence to cover travel to and from the donation site, the actual donation of blood, and recovery. The employee must request, and receive approval from their supervisor prior to participating in this activity. Upon return to work, the employee is required to present the supervisor with a statement from the blood collection center as to whether blood was accepted or not. Employees may use **up to** 4 hours of administrative leave for this purpose. This is not an automatic 4 hours of administrative leave. Many times, such as when blood drives occur on the installation, the travel to and from the collection site is minimal. This provision does not cover an employee who gives blood for his or her own use or receives compensation for giving blood. Any questions should be addressed to your CPAC servicing MER/Labor Specialist.

Look for our next HR Tip on Restoration of Forfeited Annual Leave