

**TOWN OF VIENNA, VIRGINIA
ADMINISTRATIVE REGULATIONS**

Subject:

BLOOD DONOR PROGRAM

Regulation No.:

2.32

Effective Date:

March 14, 1994

Supersedes:

I. PURPOSE

This Administrative Regulation sets forth the Town of Vienna's policy regarding the establishment and clarification of the Town's Employee Blood Donor Program.

II. POLICY

A. The Town of Vienna has established a Blood Donor Program through the Fairfax Hospital Association. Blood donations must be made within the requirements of the Fairfax Hospital Association. Each department shall administer this policy for its own employees and the Community Services Officer shall be the central contact person.

B. Those employees who actually donate blood may be granted for recuperative purposes administrative leave, not to exceed four hours, to be taken during their work schedule on the same day on which the donation of blood is made. Employees are also encouraged to make donations during non-work hours, but will not receive administrative leave for donations made during non-work hours.

C. All career service employees and members of their families (to include employee's spouse, all dependent children, and the parents of both employee and spouse) are covered by this program. The program provides for free units of blood (generally valued at \$30 to \$40 per unit and typically not covered by health insurance). Units of blood from the program may be credited to covered family members in other parts of the United States.

D. The provisions of this regulation apply to the Fairfax Hospital Association Blood Donor Program only.

E. Additional departmental regulations may be issued concerning times of donation, frequency, etc. Public Safety personnel must also adhere to department policies regarding donations.

III. PROCEDURES

A. Administrative leave for the donation of blood must be approved in advance by the employee's department head. Administrative leave granted to employees shall be documented and reported on the appropriate time sheet.

B. The supervisor has the option of requiring an employee to submit proof of the donation or donation attempt.

**TOWN OF VIENNA, VIRGINIA
ADMINISTRATIVE REGULATIONS**

<u>Subject:</u> BLOOD DONOR PROGRAM	<u>Regulation No.:</u> 2.32	<u>Effective Date:</u> March 14, 1994
	Supersedes:	

IV. APPLICABLE DOCUMENTS

None

<i>Signature of Town Manager:</i>	<i>Date:</i>
	