A. GENERAL

1. Blood Donations
   a) Allowable leave with pay to donate
      1. Employees are allowed leave with pay, up to a maximum of two (2) hours, to make a whole blood or double red cell apheresis donation during regularly scheduled hours of work.
      2. Employees donating through the Apheresis process (platelet or plasma) are allowed up to four (4) hours to make such a donation during regularly scheduled hours of work.
   b) Paid administrative leave for personal use
      1. Employees will receive paid administrative leave for personal use based on the type of donation as outlined below:
         - Whole Blood Donation: 4 hours of paid administrative leave every 8 week (56 day) period.
         - Double Red Cell Apheresis Donation: 8 hours of paid administrative leave every 16-week (112 day) period.
         - Platelet Apheresis Donation: 4 hours of paid administrative leave every 8 week (56 day) period.
         - Plasma Apheresis Donation: 4 hours of paid administrative leave every 8 week (56 day) period
      2. The maximum paid administrative leave time that an employee can accrue in a 12 month period is 24 hours.
      3. Blood donation paid administrative leave must be used within 12 months of date of donation, otherwise time is lost.
      4. For all types of blood donations, the UCLA Blood and Platelet Center will issue a "Certificate of Donation" to the employee upon request, which identifies the type of donation (i.e. whole blood, double red cell apheresis, platelet apheresis or plasma apheresis). This "certificate" authorizes the employee's department to permit the employee to take the designated hours of paid administrative leave at a mutually acceptable time. Exempt employees use of administrative leave earned is recorded in one-day increments or in increments not less than that portion of a day during
which an employee on less than full-time pay status is normally scheduled to work. For example, a full-time exempt employee would need two "4-hour certificates" or one “8-hour certificate” if he or she works an 8 hour day.

5. Department timekeepers should keep a record of all blood donations and administrative leave taken, and make such records available to employees.

6. If the employee terminates employment or transfers to another department with administrative leave acquired through blood donations on record, such time is not transferable or payable to that employee.

B. LEAVES APPLYING TO EXEMPT EMPLOYEES ONLY

Refer to UC-PPSM 46 (Administrative Leave), Section B.

C. LEAVES APPLYING TO NON-EXEMPT EMPLOYEES ONLY

Refer to UC-PPSM 46 (Administrative Leave), Section C.

D. EMERGENCIES

Refer to UC-PPSM 46 (Administrative Leave), Section D.