

**SOUTH CAROLINA STATE UNIVERSITY
PERSONNEL POLICIES AND PROCEDURES MANUAL**

SECTION: Holidays and Leave	Section: IV
	Subject: F.5
SUBJECT: Other Leave With Pay - Volunteer Blood Drives	Effective: 06/05/09
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VOLUNTEER BLOOD DRIVES

Employees are permitted to participate in University arranged blood drives during the employee's work hours without using accrued leave. Employees desiring to donate blood at a time other than a University arranged volunteer blood drive shall be excused from work during the employee's regular work hours for the purpose of making the donation without prejudice to the employee and no leave makeup time shall be required.

Any employee desiring to donate blood shall notify his or her supervisor of the scheduled donation and the amount of time needed for the donation as far in advance as may be practicable. The supervisor may deny the employee's request for time to donate if the absence of the employee would create an extraordinary burden on the work unit. In considering the employee's request the supervisor shall take into consideration such factors as the necessity and type of blood donation, workload etc. The supervisor may, as condition of approving the request, require the employee to provide documentation of the donation.