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**Employee Blood Donation Leave  
for  
All Research Foundation for Mental Hygiene, Inc. Employees**

Pursuant to New York State Department of Labor Law Section 202-j all employees are entitled to either:

- a. One three-hour unpaid leave of absence per calendar year to donate blood at an off-premises location or,
- b. Paid leave two times per calendar year to donate blood at a blood drive at your place of employment or at a time and place set by your employer.

When documenting an absence from work for blood donation purposes it must be noted as such on your timesheet. This is done by assigning the Blood Donation Leave category and noting the amount of time in quarter increments.

Feel free to reach out with any questions by emailing our main processing mailbox at [payroll-hrprocessing@rfmh.org](mailto:payroll-hrprocessing@rfmh.org) .