

NOTICE

Employee Blood Donation Leave July 2008

This notice is pursuant to New York State Labor Law Section 202-j and the *Guidelines for Implementation of Employee Blood Donation Leave* issued by the New York State Department of Labor.

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 year to donate blood at a blood drive at your place of employment or at a time and place set by your employer.

You are required to give reasonable notice of the need for leave for this purpose; the amount of notice required may vary depending on the circumstances. If the donation is made at an off-premises location, you may also be required to furnish your agency with documentation of the donation.

Additional information about blood donation will be forthcoming from your agency personnel office in the near future. All questions regarding leave for blood donation should be directed to your agency personnel office.