

MATTHEW G. BEVIN
GOVERNOR



THOMAS B. STEPHENS
SECRETARY

501 HIGH STREET, 3RD FLOOR
FRANKFORT, KENTUCKY 40601
PHONE: (502) 564-7430
FAX (502) 564-7603
HTTPS://PERSONNEL.KY.GOV

MEMORANDUM

TO: Cabinet Secretaries
Constitutional Officers
Agency Heads
HR Administrators

FROM: Thomas B. Stephens, Secretary

TBS

DATE: November 1, 2018

RE: Blood Drive – Kentucky Blood Center

The Personnel Cabinet and Kentucky Safety Program are pleased to sponsor the Kentucky Blood Center blood drive. The Kentucky Blood Center will be accepting donations on **Friday, November 16, 2018** from 8am-2:00pm. The blood drive will be held in the auditorium of the Kentucky State Office Building. Appointments to donate may be scheduled on the Kentucky Blood Center website at www.kybloodcenter.org. Priority will be given to those with scheduled appointments.

Please keep the following guidelines in mind regarding leave time:

- Employees must request blood donation leave in advance.
- All employees who donate blood at a licensed blood center certified by the Food and Drug Administration during their regular working hours shall receive (4) hours leave time, with pay, for the purposes of donating and recuperating blood.
- Blood Donation Leave shall be used at the time of the donation unless circumstances, as specified by the supervisor, require the employees to return to work.
- If the employee returns to work, the unused portion of the leave time shall be credited as compensatory leave.
- Blood donation leave shall not be granted for donations given during an employee's lunch hour.
- Employees who are deferred from donating blood shall not be charged leave for the time spent attempting to donate, but shall not receive the four (4) hours leave time for attempting to make a donation.
- Employees are required to submit blood donation leave verification to their supervisor.

If you have any questions, please contact the following:

1. Leave - [Rosemary Holbrook](#), Office of Legal Services at (502) 564-7430
2. Drive - [Cameron Poe](#), Drive Coordinator at (502) 564-9653
3. Blood Donation – Kentucky Blood Center at 1 (888) 775-2522