



POLICY AND ADMINISTRATION MANUAL	REFERENCE NUMBER: P22
SECTION: PERSONNEL POLICY	POLICY TITLE: LEAVE FOR BLOOD DONATION

1. APPLICATION

1.1. This policy applies to all **permanent** full time and **part-time, probationary, temporary, and seasonal** ~~salaried, non-hourly paid, permanent~~ employees of the Municipality.

2. PURPOSE

2.1. The Municipality of the District of Argyle (MODA) recognizes the importance of its employees to serve as blood donors and encourages all employees to do so. MODA will allow all employees the necessary time off without a deduction in salary.

3. POLICY STATEMENT

3.1. MODA shall allow its employees sufficient time off, without a deduction in salary or accrued leave, to donate blood not to exceed **four twice** ~~times~~ in a fiscal year.

3.1.1. Employees must obtain prior approval from their supervisor and fill in all necessary paperwork.

3.1.2. On returning to work after taking time off, employees shall provide their supervisor with proof that the employee donated blood or attempted to donate blood during the time off. The verification shall normally be provided to the employee by the Blood Bank.

3.1.3. If an employee fails to provide proof that the employee donated blood during the time off, MODA shall deduct the period for which the employee was granted time off from the employee's salary or accrued leave, whichever the employee chooses.



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Chief Administrative Officers' Annotation for Official Policy Record	
Date of Notice to Council Members of Intent to Consider (7-days minimum)	April 26, 2011
Date of Passage of Current Policy	May 10, 2011
Date of Notice to Council Members of Intent to Consider – Amendment	October 12, 2023
Date of Passage of Current Policy - Amended	
I certify that this policy was adopted by Council as indicated above.	
_____	_____
Warden	Date
_____	_____
Chief Administrative Officer	Date