

BLOOD DONATION

SOURCE: OHIO EPA AGENCY ADMINISTRATION

CONTACT: OFFICE OF EMPLOYEE SERVICES

Blood Donation Policy:

1. Ohio EPA Central Office/Central District Office employees who donate blood at their workplace or at the Vern Riffe/Rhodes Tower do not have to take leave.
2. District Office/Field Facilities employees who donate blood at their workplace or at blood donation sites within a 1 mile radius of their office, do not have to take leave.
3. Ohio EPA employees are granted 60-90 minutes to give blood.
4. Employees requesting off-site blood donation must request an "[Offsite Blood Donation Form](#)" from the Director's Office or OES.
5. An "[Offsite Blood Donation Form](#)" must be completed prior to the blood donation date by the employee and approved by the employee's immediate supervisor.
6. Employees must obtain a "sign-off" signature of the off-site facilitator upon leaving the donation/collection site.
7. Employee should use the "Wellness" TAS code when completing their time card and submit the permission receipt to Fiscal for auditing purposes.
8. The TAS code for Blood Donation can be found in the outreach work class under the wellness sub class.

10/07