

Blood Donation Leave Verification

This form should be completed by the employee and submitted to the employee's supervisor. The supervisor will forward to the agency HR office after the timesheet has been approved.

According to **101 KAR 2:102 Section 13** and **101 KAR 3:015 Section 13**, an employee who, during scheduled work hours, donates whole blood at a licensed blood center shall under qualifying circumstances receive up to four (4) hours leave time, with pay, for the purpose of donating and recuperating from the donation. If the employee successfully donates blood and returns to work, the unused portion of the leave time shall be credited as compensatory leave.

An employee who attempts to donate blood but is unsuccessful will not be charged for leave time spent in the attempted donation but is not eligible for the remainder of the blood donation leave or compensatory leave.

I certify as follows:

- I was approved for blood donation leave.
- Donation site:
- My donation appointment was on _____ at _____ o'clock.

Check all that apply and fill in the blanks:

The donation WAS successful.

I returned to work at _____ o'clock.

I DID NOT return to work.

I attempted to donate but was unsuccessful. I spent _____ minutes in the attempted donation.

I understand that I may be subject to corrective or disciplinary action, up to and including termination, if it is determined that I falsified my timesheet by taking a blood donation leave benefit I was not entitled to claim.

Employee Printed Name

PERNR or Employee/User ID

Employee Signature

Date