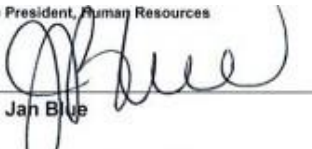

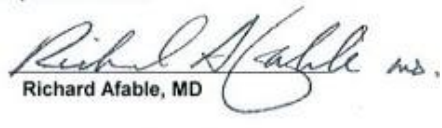


HOAG MEMORIAL HOSPITAL PRESBYTERIAN Human Resources DEPARTMENTAL POLICY	Number: 07-3-370	Page: Page 1 of 1
	Effective Date: 03/01/2010	
	Supersedes Date: 07/01/2008	
	Original Date: 07/01/2008	
Signatures of Policy Reviewers		
Vice President, Human Resources  Jan Blue	Vice President and General Counsel  Terri Cammarano	Hospital Administrator  Richard Afable, MD
Title/Subject: BLOOD PRODUCT DONATIONS		

1.0 PURPOSE:

- 1.1 It is the policy of Hoag Memorial Hospital to provide time in an employee's work schedule for blood product donation without interfering with the productivity of the employee's work unit.

2.0 POLICY:

- 2.1 Hoag recognizes that blood donations provided by employees provide a potentially life-saving community service. The process for donating blood products generally takes one hour for whole blood and two hours for platelet apheresis. Employees may be allowed up to one hour time off with pay to donate whole blood and two hours time off with pay to donate platelets; however, this time away should be approved in advance by the supervisor, and the supervisor should consider the effect on patient needs, unit staffing, and work requirements. As with other requests for time off the first responsibility is adequate coverage of the job.
- 2.2 If a non-exempt employee is granted up to an hour of time off work for whole blood donation or two hours for platelet donation, the time should be recorded as regular time. Time away from the work unit for blood donations or apheresis counts toward hours worked when calculating overtime.

Multidisciplinary Review: Blood Donor Services, Human Resources Compensation

Policy Originator: Tara Stephen, RN, Manager Blood Donor Services

Filename: 07-3-370 – Blood Product Donations