


OFFICE OF THE SHERIFF	
Terry L. Thompson	
General Order	

To: All WCSO Staff

From: Sheriff Thompson

CC:

Date: 23-July-2012

Re: Administrative Leave for Blood Donation (Revised)

#12-05

Weber County supports granting up to four hours of administrative leave to those individuals who donate blood.

If a Weber County Sheriff's Office staff member donates blood, he will be required to sign a blood donation log prior to donating blood. A copy of this log will be submitted to the Sheriff's Office Payroll Specialist. The employee must also attach documentation from the blood services company to the time sheet in which the leave is being used. FLSA exempt employees who do not submit time sheets must complete and submit a leave slip noting the administrative leave upon its use. **Note: If an employee is ineligible to donate blood due to certain affirmative responses during the questionnaire process, low iron levels, insufficient body weight, etc., administrative leave will not be granted;** however, if an employee is eligible to donate and a problem occurs during the donation (e.g., inability to complete the donation), administrative leave will be granted.

If an employee donates blood at a location other than the Sheriff's Office or Weber Center, he must provide sufficient documentation of the donation.

Staff members accruing administrative leave for donating blood must use the leave, upon approval from a supervisor, within 60 days of the blood donation date. Employees who do not use the administrative leave within 60 days will forfeit the administrative leave hours. Any employee with remaining hours from a previous donation as of the date of this general order must use these hours by 01-October-2012.