

**NEW PROPOSED POLICY**

<b>MUNICIPALITY OF THE DISTRICT OF BARRINGTON PERSONNEL POLICY</b>	<b>POLICY NUMBER</b>
<b>SECTION EMPLOYEE BENEFITS</b>	<b>SUBJECT BLOOD DONATION</b>

**1. APPLICATION**

1.1 This policy applies to all permanent employees of the Municipality.

**2. PURPOSE**

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

**3. POLICY STATEMENT**

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

a) Employees must obtain prior approval from their supervisor and fill out all necessary paperwork.

b) 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.

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