

DEPARTMENT OF NATURAL RESOURCES

HUMAN RESOURCES POLICY NO: 17
EFFECTIVE DATE: September 17 , 2001
SUBJECT: BLOOD DRIVE POLICY
AUTHORIZATION: Chapter 8 of the Civil Service Rules

I. POLICY:

The Department of Natural Resources encourages our employees to give blood in the time of local shortage, national crisis or other emergency situation. This is in addition to any authorized/organized Department blood drive.

II. PURPOSE:

The purpose of this policy is to assure that employees are treated uniformly when giving blood in the time of local shortage, national crisis or other emergency situations.

III. APPLICABILITY:

This policy applies to all DNR employees.

IV. PROCEDURES:

When an emergency is declared by the Secretary or Undersecretary, employees who are able to and desire to give blood, will be allowed to leave their workplace for up to three hours to donate blood and be placed on a “temporary change in duty station” in accordance with Chapter 8 of the Civil Service Rules. Blood may be donated at any location of the United Blood Services, a licensed hospital facility or medical center, or at any blood drive location authorized under this policy. The need for more than three hours will be addressed on a case by case basis.

Employees will use the Temporary Change in Duty Station Form to indicate their change of duty (see attachment). The employees will sign in and out from work on the form with his supervisor’s approval. Employees will obtain proof/documentation from the blood donation location to submit to their supervisor upon return to work. The form with attached documentation and the memorandum declaring the emergency will be maintained by the time administrators in the bi-weekly payroll folder.

Any violation of this policy by an employee who fails to present documentation to support his absence from work for the purpose of this policy will subject the offender to disciplinary action.

VI. RESPONSIBILITY:

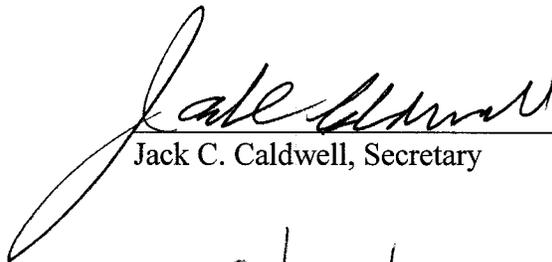
It will be the responsibility of each Assistant Secretary or his/her designee to assure compliance with this policy.

VII. EXCLUSIONS:

There will be no exclusions to the policy.

VIII. QUESTIONS:

Questions regarding this policy are to be addressed to the Human Resources Director or to your appointing authority.



Jack C. Caldwell, Secretary

9/17/2001

Date

Louisiana Department of Natural Resources

Temporary Change in Duty Station (Emergency nature)

Pay period from _____ to _____

OFFICE OF _____

Name: _____

Date: _____

Time Out: _____

Time In: _____

Supervisor's Approval: _____

Name: _____

Date: _____

Time Out: _____

Time In: _____

Supervisor's Approval: _____

Name: _____

Date: _____

Time Out: _____

Time In: _____

Supervisor's Approval: _____

Name: _____

Date: _____

Time Out: _____

Time In: _____

Supervisor's Approval: _____

Name: _____

Date: _____

Time Out: _____

Time In: _____

Supervisor's Approval: _____