

Fort Knox CPAC...



HR Tip of the Week

Excused Absence for Blood Donation

Heads of executive departments and agencies have authority to excuse employees from work without charge to leave or loss of pay to donate blood. Typically, agencies grant up to 4 hours of excused absence to employees who wish to donate blood. The employee must receive approval from their supervisor and submit a leave request prior to participating in this activity. Upon return to work, the employee may be required to present the supervisor with a statement from the blood collection center that the employee participated in donating. This provision does not cover an employee who gives blood for his or her own use or receives compensation for giving blood.

Any questions should be addressed to your servicing Human Resource Specialist (L/MER) in Civilian Human Resource Agency – Fort Knox.