



CIVILIAN PERSONNEL BULLETIN

UNITED STATES MILITARY ACADEMY
WEST POINT, NEW YORK 10996

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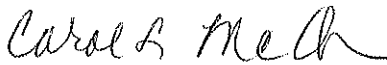
BLOOD AND ORGAN DONATION

1. There are several different donation programs available to civilian employees. Employees who volunteer to donate may be granted administrative leave in following manner:

- **BLOOD DONATION:** First line supervisors may grant up to four hours of administrative leave to employees who volunteer to donate blood. This leave is granted for the purpose of traveling to and from the donation site, donating blood, and recovery. This is not intended for use by employees whose donations are recurring over an extended period or employees who are storing blood for their own use.
- **BONE MARROW DONATION:** Employees who donate bone marrow are entitled to seven days of paid leave for the purpose of donating bone marrow and recuperation from the procedure.
- **ORGAN DONATION:** Under Public Law 106-56, an employee may use thirty days of paid time off each calendar year to serve as an organ donor.

2. In all cases, the leave is granted in order to undergo the donation procedure, and for recovery. It is not appropriate to break up the leave for use over multiple days, or to exceed the allotted leave amounts. In cases where employees require an extended recovery period, supervisors and/or managers are encouraged to grant additional leave in the form of sick leave, annual leave, or leave without pay, where appropriate.

3. For further guidance, please contact your CPAC LMER Specialist at 845-938-3943.


CAROL L. MCQUINN
Human Resources Officer

Distribution:

1-ea AF Supervisor
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