MEMORANDUM

To: Cabinet Secretaries, Department Heads and Division Directors
Ruth N. Bramson, Chief Human Resources Officer

November 16, 2004

Subject: Massachusetts State Employees Blood Program

This memorandum clarifies the benefits available to state employees who participate in the Massachusetts State Employees Blood Program (MSEBP). It applies to all employees, whether they are managerial, confidential, or covered by a collective bargaining contract.

Employees may take up to four hours leave of absence with pay, subject to approval by their supervisors, for the purpose of donating blood to this program. The leave must be taken on the day that the blood donation occurs. Employees will not accrue compensatory time in lieu of such leave. This leave may be allowed for a maximum of up to five times annually, during the period of October 1 through September 30 each year. This leave is designated on HR/CMS using the payroll exception code of “BLD”.

Employees who donate blood five times or more between October 1 and September 30 are also allowed to take up to four hours leave of absence with pay (BLD), subject to approval by their supervisors, to attend the annual MSEBP award ceremonies, which are usually held in November.

The attached form is provided by the employee as evidence of having donated blood and should be filed in the employee’s personnel file.

Any questions concerning this leave policy may be directed to Frances E. Fahey, Director of Policy at 617-878-9706. Those who are interested in finding out more information about MSEBP may contact Robert Smith, MSEBP Chairman at 508-255-7596, or David Raphael at 508-792-7300, ext.22213.