

## **EMPLOYEE RIGHTS REGARDING NURSING MOTHERS AND BLOOD DONATION LEAVE**

### **Breaks for Nursing Mothers:**

A reasonable break time each day shall be provided to allow employees to express breast milk for nursing children; these break times may be provided for up to three years following childbirth. The break time may be a separate unpaid break, or the use of a paid meal or rest period may be utilized.

### **Blood Donation Leave:**

Employees shall be granted at least one leave of absence of up to three (3) hours in any calendar year to donate blood; or, as an alternative, the employee shall be allowed to donate blood during work hours at least two (2) times per year at a convenient time and place, determined by the University, including allowing an employee to participate in a blood drive at the University without the use of accumulated leave time. Any off premises blood donation leave need not be paid, but leave taken for a University-designated blood donation alternative must be paid time (i.e., meaning that the employee cannot be required to use vacation, PTO, sick, or other leave time).

**Note:** Employees may be required to give “reasonable notice” of their intent to take leave to give blood (for off-premises blood donation - at least three (3) working days) and show proof of their donation activity in the form of a notice of blood donation or comparable

See policy 172

For questions contact Human Resources at (585) 275-8747