Form must be submitted at least 10 days in advance

Please print (except for signature)

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Off-Premise Blood Donation Leave Request Form

Form must be submitted at least 10 days in advance

Please print (except for signature)

Name	Title:
Employee ID#:	Date Submitted:
Department:	Building:
Regular Hours of Employment:	
Date and time of Donation Appointment: Date: Time:	
Time requested off from: to:] Unpaid Time] Sick Time] Personal Time (limited to one three–hour leave including travel time)	
Employee Signature: Date:	
For Human Resources Office Use Only:] Approved] Denied Signature: Date:	

This blood donation leave is limited to:

Nassau BOCES employees who work 20 or more hours per week
Guidelines provide one three-hour leave to donate blood at a location of their choice.

Facility Name:_____ Date: _____

Address:_____ Telephone #:_____

Signature:_____

Stamp of Facility:

Lisa Holihan

Revised: 9/16/22

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