



EXECUTIVE CHAMBERS

HONOLULU

LINDA LINGLE
GOVERNOR

July 2, 2008

ADMINISTRATIVE DIRECTIVE NO. 08-01

TO: All Department Heads

SUBJECT: Administrative Time Off for Blood Donations, Blood Testing for Bone Marrow Matches and Organ Donations

Discussion:

This Administrative Directive supersedes Administrative Directive No. 96-03, Administrative Time Off for Blood Donations and Blood Testing for Bone Marrow Matches, dated April 24, 1996.

As the State's largest employer, the State of Hawaii must be exemplary in supporting our employees who choose to participate in noteworthy, life-saving causes, such as donating blood and being tested for possible bone marrow or organ donation matches (i.e., kidney, liver).

Policy:

Department heads are authorized to grant any of their respective employees, who volunteer to donate blood to the Blood Bank or be tested for possible bone marrow or organ donation matches, a reasonable amount of administrative time off with pay for these purposes. This policy shall apply only to voluntary donations or testing without remuneration or expectation of remuneration.

{Note: This policy duplicates, in part, provisions in collective bargaining agreements applicable to employees included in five bargaining units represented by HGEA, to the extent that employees are already being granted a reasonable amount of time off with pay for donations to the Blood Bank.}

Authority and Responsibility:

Each department head shall ensure that the granting of time off for employee participation is done in a fair and equitable manner and is not disruptive to normal operations.

LINDA LINGLE