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## VPS Enterprise Agreement Common Policies

# LEAVE FOR BLOOD DONATIONS

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## Authority and Application

Clause 58 of the *Victorian Public Service Enterprise Agreement 2016* (the Agreement), applies to Victorian Public Service Departments and Agencies (Employers) and their Employees covered by the Agreement.

## Overview

Clause 58 of the Agreement sets out Employees' (including casual employees') entitlement to paid leave for the purposes of blood donation. The intent of this provision is to encourage employees to make regular blood donations by facilitating an employee's attendance at the Red Cross Blood Bank without loss of pay.

## Relevant provisions of the VPS Enterprise Agreement

### Clause 58. Leave for Blood Donations

Leave may be granted to an Employee without loss of pay to visit the Red Cross Blood Bank as a donor once every twelve weeks.

## Supplementary Guidance Information

### 1. Facilitating time off with pay

- 1.1. It is the intention of clause 58 to facilitate Employees making regular blood donations to the Red Cross Blood Bank where they choose to do so. Noting this intention and the fact that approval of this leave is discretionary, Employers are encouraged to facilitate time off with pay (including reasonable travel time) for this purpose wherever possible.
- 1.2. An Employee should discuss their requirement for time off with pay to make a blood donation with their Employer at the earliest opportunity. An Employee who seeks to take leave under this clause should give notice to the Employer as soon as reasonably practicable prior to the leave being taken and advise their Employer of the expected period of the time off. Employees should organise appointments for times that will have minimal impact on the operations of the business unit.
- 1.3. Requests for time off with pay under this clause should only be refused on reasonable business grounds. Where individual requests are unable to be accommodated, Employers should discuss alternative suitable arrangements to allow the Employee to make their donation.

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- 1.4. The Employer may request the Employee to provide satisfactory evidence to support the taking of leave for blood donations. Satisfactory evidence may include a certificate of attendance from the Red Cross Blood Bank, a statutory declaration or other relevant documentary evidence to the reasonable satisfaction of the Employer.

## Making decisions under this policy

Under section 20(1) of the *Public Administration Act 2004*, the public service body head has all the rights, powers, authorities and duties of an employer, which will usually be delegated to staff within their Department or Agency. Employers should ensure that any actions under this policy are only taken by an employee with the delegation to do so. Each Department and Agency should give effect to this policy in accordance with its own delegations.

## Dispute resolution

An employee who is directly affected by a decision made or action taken pursuant to clause 58 may apply for a review of actions under the Employer's review of actions policy or seek to resolve a dispute through the Resolution of Disputes procedure at clause 12 of the Agreement.

## Further Information

Employees should refer to their Department or Agency's intranet for information on procedural requirements, systems and approval delegations.

For further information and advice please contact your local Human Resources or People and Culture Unit (or equivalent).

## Related policies or documents

### **VPS Enterprise Agreement Common Policies**

All policies in the VPS Enterprise Agreement Common Policies collection, can be found at <https://vpvc.vic.gov.au/vps-enterprise-agreement-common-policies/>