

**Memorandum of Understanding between the American Federation of Government Employees
Local 1003 (“Union”) and the Environmental Protection Agency, Region 6 (“Agency”)
Regarding the Granting of Excused Absence for Blood Donation**

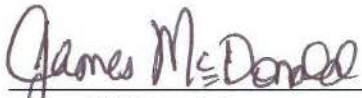
The parties enter into this agreement to address matters related to excusing an employee’s absence for blood donation. This agreement reflects a change in Region 6 past practice in response to a 2014 Government Accountability Office study of administrative leave use among federal agencies.

It is agreed and understood that both parties support the donation of blood as a measure to help protect human health.

1. Effective immediately, both parties will adhere to Section 10, Article 25 of the Master Collective Bargaining Agreement between the Union and Agency: *“Employees who volunteer to serve as blood donors without compensation may be excused for up to four (4) hours to recuperate. If the donor location is not the work site, the excused time for donation and recuperation will not include transit time. It is understood that excusal applies only to the day of donation.”* It is also understood that the four hours of excused absence includes actual donation time, and shall NOT include the lunch period, if a lunch period is required to be taken.
2. Employees may not use administrative leave for blood donation on a date other than the date of donation.
3. Prior to donating blood, employees must have their supervisor’s approval via email to excuse their absence. Employees should seek out approval from a higher level supervisor in their chain of command in the event that their immediate supervisor is unavailable at the time of the request.
4. If an employee attempts to donate and is deemed ineligible, they are not entitled to administrative leave for recuperation. They are only entitled for the time spent at the Blood Center or the Blood Drive to attempt the donation (does not include any associated transit time (per Article 25, Section 10 of the MCBA).
5. Employees should request, via email, excused absence in advance, if possible, for recuperation time. However, if recuperation time is not anticipated but needed, employees shall notify their supervisor (or higher level supervisor in the chain of command) as soon as possible.
6. In addition, the employee will make a good faith attempt to contact his or her supervisor (or next person in the chain of command) in the event that they need to be excused from work for a longer period of time for recuperation than what was originally discussed. This does not create an entitlement to administrative leave beyond the four hour limit. The employee should submit a leave request as soon as practical.
7. In the interest of employee safety, it is strongly recommended that staff needing medical attention seek assistance from the Health Unit nurse or blood center staff for evaluation. This

is especially critical for employees leaving the worksite or blood donation center for recuperation.

8. Unless otherwise indicated, the excused absence will be recorded in People Plus as ADMLV, BLOOD DONOR.
9. This agreement will be effective upon Management and Union approval.
10. This agreement may be re-opened at any time by mutual consent of the parties.



James McDonald
Assistant Regional Administrator
For Management

Date: June 17, 2016



Clovis Steib
President
AFGE Local 1003

Date: June 16, 2016