

## **Donor Appreciation Leave**

### **FAQs Updated: October 6, 2022**

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#### **Human Resources Related Questions**

**Q: Does Donor Appreciation Leave (DAL) replace blood donation leave (DON)?**

**A:** No, DAL does not replace blood donation leave (DON). Blood donation leave allows employees, especially non-exempt staff, to use administrative leave to receive time off for up 2 hours, 4 times a year (total 8 hours), prorated by FTE, to donate blood. The pay code for use is 'PAL' and the comment code of 'Blood or Platelet Donation' should be entered in Dimensions.

**Q: Who is eligible to receive DAL?**

**A:** Benefits-eligible administrative staff, classified, faculty and trainees are eligible to receive DAL hours.

**Q: How is DAL earned?**

**A:** Donor Appreciation Leave is attainable after **4 completed whole blood or platelets donations or 2 double red cell donations** from the employee (or their surrogate donor(s)) in a calendar year at a MD Anderson-sponsored donation facility. A completed donation means the employee or surrogate successfully donated either whole blood, double red cells or platelets at the time of donation.

**Q: What is a 'surrogate donor'?**

**A:** MD Anderson recognizes that not all employees and trainees are able to donate blood. A surrogate is a donor who is eligible to donate blood and who documents they are donating on behalf of an MD Anderson employee/trainee at the time of donation. Surrogates may not be employed by MD Anderson due to IRS taxable implications.

**Q. Can a contingent worker (non-employee) be a surrogate for an employee?**

**A.** Yes.

**Q. Can DAL hours be donated to another employee or trainee?**

**A.** No, DAL hours cannot be donated to another employee or trainee.

**Q. Are non-benefits eligible employees and trainees eligible for DAL?**

**A.** No, per state law, leave benefits are unable to be provided to non-benefits eligible employees and trainees. Non-benefits eligible is defined as standard hours are less than 20, or in a temporary employment status, or in a 'NON' benefit program.

**Q. What is the definition of "blood donation?"**

**A.** A completed whole blood, double red cell or platelets donation is required as it can be transfused in its original form or used to help multiple people when separated into its specific components of red cells, plasma and platelets. A completed donation means the employee or surrogate successfully donated either whole blood, double red cell or platelets at the time of donation.

**Q. Are DAL hours deducted from the employee’s department to the source of funds for the position?**

**A.** No, use of DAL hours are charged to a centralized account and do not charge to the respective source of funds for the position.

**Q. How are DAL hours added in Dimensions?**

**A.** Once the second (2<sup>nd</sup>) double red cell donation or fourth completed (4<sup>th</sup>) whole blood or platelets donation is attributed to the employee/trainee, Donor Operations will provide the Division of Human Resources a listing of employees/trainees who met the requirements for DAL hours and the hours will be loaded by Human Resources into Dimensions at the beginning of the next quarter. Quarters are based on the calendar year.

<b>Quarter Eligibility Met</b>	<b>Hours Effective</b>
Quarter 1 (January – March)	Hours will be posted within the first week of April with an April 1 effective date
Quarter 2 (April – June)	Hours will be posted within the first week of July with a July 1 effective date
Quarter 3 (July – September)	Hours will be posted within the first week of October with an October 1 effective date
Quarter 4 (October – December)	Hours will be posted within the first week of January with a January 1 effective date

Hours are awarded based on the full-time equivalency (FTE) of the employee or trainee as of the date the hours are loaded into Dimensions.

**Q. What are the maximum number of DAL hours earned each calendar year?**

**A.** An employee/trainee may receive a maximum of 8 hours (prorated by FTE) each calendar year. The Division of Human Resources will verify the number of hours already loaded each quarter before the respective quarterly load is completed in Dimensions.

**Q. Do DAL hours expire?**

**A.** DAL hours expire 12 months from the date of grant if not utilized.

**Q. Do unexpired DAL hours get paid out at retirement or termination?**

**A.** No, unexpired DAL hours are not paid out at retirement or termination (including death).

**Q. What are the pay codes in Dimensions for the DAL program?**

**A. DRE – Donor Appreciation Earned** - grants of leave loaded into Dimensions. Departments do not have access to enter this code as it is restricted to Human Resources.

**DAL – Donor Appreciation Leave** – deducted against the Donor Appreciation Leave accrual bucket. The DAL code will be available of the Request for Time Off form and timekeepers/managers have access to enter this code on the timecard or schedule.

**Q. Are DAL hours reported outside of MD Anderson?**

**A.** Yes, if an employee receives more than 32 hours in a fiscal year of Emergency Leave under state law, the reasons for use are reported to the Texas State Comptroller’s Office each fiscal year and are available for the public to review the reason for the use. DAL is classified as emergency leave as defined by Texas Government Code Section 661.902(b). Other uses of emergency leave include: funeral, military, closures, investigations,

police injury leave, firefighter/EMT training, Court Appointed Special Advocate Leave, platelet, blood, organ donation, time off for voting.

### **Donor Operations Related Questions**

**Q: What information must be provided by the donor at the time of donation to ensure the donation is credited to a specific employee/trainee?**

**A:** The employee must make sure to identify themselves as an MD Anderson employee and provide the technician their employee ID number. The surrogate must provide the employee's name (as it is listed in the institutional directory) and employee ID number.

**Q: How can employees/trainees/surrogates sign up to donate whole blood, double red cells or platelets?**

**A:** Donors can sign up online at [www.mdandersonbloodbank.org](http://www.mdandersonbloodbank.org) or call the donor center at 713-792-7788.

**Q: How do employees/trainees verify how many donations have been attributed to them during the calendar year?**

**A:** Donors can log into their donation account at [www.mdandersonbloodbank.org](http://www.mdandersonbloodbank.org) by using their donor ID as their user name and their birthday as their password (mm/dd/yyyy) the first time they donate or they can call the donor center at 713-792-7788.

**Q: Is there a process in case the non-employee/trainee surrogate forgets to attribute the donation to an employee/trainee at the time of donation?**

**A:** The non-employee/trainee surrogate can call the donor center and have one of the supervisors add the donation to their account.

**Q: Is there a primary contact number and email in which Human Resources can forward donations inquiries to for follow-up?**

**A:** [Bloodbank@mdanderson.org](mailto:Bloodbank@mdanderson.org) or 713-792-7788

**Q: If an employee/trainee is credited with more than 4 donations in a calendar year, will the overage amount be held for credit for the next calendar year eligibility calculation?**

**A:** No, more than 4 donations are appreciated but will not count as credit toward the next calendar year.

**Q: Is there an appeal process if an employee/trainee believes they met the donation eligibility, but Donor Operations records reflect otherwise?**

**A:** Yes. Donors may contact the donor center and ask to speak to a manager who can assist with reviewing eligible donations that apply toward the DAL. 713-792-7788

**Q: May an employee or trainee make a financial donation in lieu of whole blood, double red cells or platelets donation to Donor Operations that equates to 4 donations and receive DAL hours?**

**A:** No. Financial donations to any MD Anderson department are not eligible for an individual to receive DAL hours.

**Q: Does an employee/trainee have to sign a consent for Donor Operations at the time of donation or account sign-up to send their information to HR to load into the timekeeping system?**

**A:** No. HIPAA does not protect donation dates, which is the only information we provide to HR.