

LEAVE FOR BLOOD PRODUCT DONATIONS

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Authority and Application

Clause 72 of the *Victorian Public Service Enterprise Agreement 2024* (the Agreement) applies to Victorian Public Service (VPS) Departments and Agencies (Employers) and their Employees covered by the Agreement.

Overview

Clause 72 of the Agreement sets out Employees' (including casual Employees') entitlement to paid leave for the purposes of blood product donation. The intent of this provision is to encourage Employees to make regular blood product donations by facilitating an Employee's attendance at a Lifeblood Centre without loss of pay.

Relevant provisions of the Agreement

Clause 72 – Leave for Blood Product Donations

Supplementary Guidance Information

1. Facilitating time off with pay

- 1.1. Where an Employee wishes to donate blood products, the Employee may be released from their duties, without loss of pay, subject to the operational requirements of the Employer.
- 1.2. It is the intention of clause 72 of the Agreement to facilitate Employees making regular blood product donations at a Lifeblood Centre 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) once every twelve weeks for this purpose, wherever possible. Where an Employee wishes to donate blood products more frequently, the

Employee may be released from their duties subject to the operational requirements of the Employer.

- 1.3. An Employee should discuss their requirement for time off without loss of pay to make a blood product donation with their Employer at the earliest opportunity. An Employee who seeks to take leave under clause 72 of the Agreement 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.
- 1.4. Requests for time off with pay under clause 72 of the Agreement 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.
- 1.5. The Employer may request the Employee to provide satisfactory evidence to support the taking of leave for blood product donations. Satisfactory evidence may include a certificate of attendance from Lifeblood, a statutory declaration or other relevant documentary evidence to the reasonable satisfaction of the Employer.

Making decisions under this policy

Under s.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 72 of the Agreement 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 13 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

Common Policies

- Review of Actions

All policies can be found at <https://www.vic.gov.au/common-policies-victorian-public-service-enterprise-agreement>.

Authorised by Industrial Relations Victoria:

Key Details	
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