This memo has been sent to all Agencies, Boards and Commissions.

**Please forward to all employees as necessary.**

TO:                  All Agencies, Boards and Commissions

FROM:            Ruth Jones, State Personnel Director

                        AS-State Personnel Division

Subject:          2015 State Employee Winter Blood Drive

All eligible State employees are encouraged to participate in the annual winter State Employee's Blood Drive scheduled for Wednesday, February 25.  The American Red Cross Bloodmobile will be located on the northeast side of the Nebraska State Office Building from 8:30 a.m. to 2:30 p.m.

With supervisor approval, employees will be permitted up to one hour of time off to give blood without being charged vacation or sick leave. This leave policy only applies when the donation is being made as part of a State approved blood drive conducted at the work place.

To schedule an appointment or for more information, please contact Patty Steiner at 402-471-3567 or by email at [patty.steiner@nebraska.gov](mailto:patty.steiner@nebraska.gov).  Employees can also schedule their own appointments by visiting the donation website at <http://www.redcrossblood.org/make-donation-sponsor?date%5Bmin%5D%5Bdate%5D=&date%5Bmax%5D%5Bdate%5D=&field_sponsor_code_value=92090&date%5Bmin%5D%5Bdate%5D=&date%5Bmax%5D%5Bdate%5D=&distance%5Bsearch_units%5D=mile> and searching by zip code 68508.

**The day of the appointment all employees need to check-in first at the registration table which will be located in the northeast corner of the Nebraska State Office Building next to Scooters first before their scheduled appointment.  Please remember to bring a photo ID to your appointment.**

**Ruth Jones, SPHR**

**State Personnel Director**

*1526 K Street, Suite 100, Lincoln, NE 68508*

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