

Approved: 01-03-19
Expiration: 01-03-20

SUBJECT: Use of Administrative Leave for Blood Donation

PURPOSE: Amend NNSA leave administration policy.

URGENCY: Quickly implement the Administrator's instruction to permit the use of administrative leave for blood donation. The use of administrative leave for blood donation will be incorporated into Business Operating Procedure 002.06, *National Nuclear Security Administration Leave Administration and Hours of Duty*, prior to the expiration of this ACD (1 year from ACD's approval date).

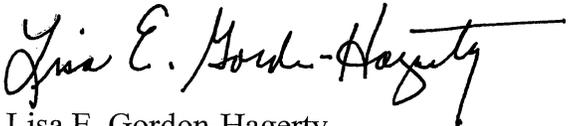
APPLICABILITY: This ACD applies to Federal employees.¹

SUMMARY

1. Recent State, local, and national emergencies requiring blood donations support the urgent approval of this authorization. Granting administrative leave for blood donation will enable employees to save up to three lives per donation, support employee engagement, foster community involvement, and help prepare for local, State, and national emergencies.
2. The Office of Personnel Management (OPM) provides Federal Government-wide guidance on administrative leave. The current NNSA leave administration policy gives supervisors the general authority to grant short periods of administrative leave. However, the Administrator's authorization is required to establish NNSA-wide guidance relating to administrative leave for blood donation.
3. This ACD authorizes supervisors to grant up to 3 hours of administrative leave for blood donation.

For questions or comments concerning this ACD, please contact the Human Resources Policy and Initiatives Division, 202-586-1387.

BY ORDER OF THE ADMINISTRATOR:


Lisa E. Gordon-Hagerty
Administrator

¹ In accordance with the responsibilities and authorities assigned by Executive Order 12344, codified at 50 U.S. Code sections 2406 and 2511, and to ensure consistency throughout the joint Navy/DOE Naval Nuclear Propulsion Program, the Deputy Administrator for Naval Reactors (Director) will implement and oversee requirements and practices pertaining to this Directive for activities under the Director's cognizance, as deemed appropriate.