

STATE OF MAINE
DEPARTMENT OF PERSONNEL

June 5, 1978

PERSONNEL MEMORANDUM 20-78

TO: All Department/Agency Heads
SUBJECT: Administrative Leave - Blood Donors

On June 29 and 30, the American Red Cross bloodmobile will be set up in the capitol complex to enable state employees to donate blood.

The units will be set up as follows:

Thursday, June 29 - 7:30 a.m. to 2:00 p.m.
Room 113, State Office Building

Friday, June 30 - 7:00 a.m. to 12:00 noon
Conference Room, DOT Building

To make the overall program successful, particularly by state employee participation, appointing authorities are authorized to grant one (1) hour of administrative leave to employees scheduled to donate. It is understood that most employees will be scheduled in advance, and will be provided with slips designating the appointment time.

ROBERT J. STOLT
COMMISSIONER

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS