

STATE OF MAINE  
DEPARTMENT OF PERSONNEL

June 21, 1979

PERSONNEL MEMORANDUM 15-79

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

On June 27, 28 and 29, 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:

Wednesday and Thursday, June 27 & 28 - 7:30 a.m.-2:00 p.m.  
Room 113, State Office Building

Friday, June 29 - 7:00 a.m.-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 need to make appointments with registration slips provided all units.

Jadine R. O'Brien  
COMMISSIONER

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS