

**KINGSTON CITY SCHOOL DISTRICT**

**61 Crown Street**

**Kingston, New York 12401-3879**

**Phone (845) 943-3058 \* Fax (845) 339-9279**

**Gerard M. Gretzinger**

Superintendent

**Joseph N. Previll**

Assistant Superintendent

July 8, 2008

To all Kingston City Schools employees:

During the past school year the New York State Legislature enacted Section 202-j of the Labor Law to provide public employees the right to up to three (3) hours of unpaid leave each calendar year for blood donation that takes place off of their employer's premises. To apply for such leave you must give the District at least three days advance notice, unless there are emergency circumstances that involve giving blood for your own surgery or surgery involving a family member. In such emergency cases you must give notice as soon as it is practicable to do so before or after the emergency surgery.

If you intend to use more than three hours of leave time for blood donation, the excess time will not be an entitlement under Section 202-j of the Labor Law. In such instances, leave time with or without pay may be provided for in a collectively negotiated agreement that covers your terms and conditions of employment as a member of a bargaining unit. Further, up to the first three hours of such leave may fall within approved paid leave provisions in an existing collectively negotiated agreement that covers your employment with the District. You may consult with your collective bargaining representative at the time of the intended use of blood donation leave to be advised about your contractual rights.

The District does not provide Blood donation Leave Alternative programs.

More information about this law and its implementation guidelines are available at the New York State Department of Labor website.

Very truly yours,

Joseph N. Previll

**It is the mission of the Kingston City School District to educate, inspire, and graduate students who are excellent in scholarship and character and are empowered to reach their maximum potential as responsible and productive members of society.**