**Section 985.400 Procedure for Leave**

a) If the employer allows paid leave for blood donation, then the participating employee shall submit to the employer a request for leave before donating or attempting to donate blood. After receiving approval from the employer for the paid leave, a participating employee may be entitled to use one hour or less of leave to donate or attempt to donate blood every 56 days or more.

b) A participating employee also shall submit to the employer the medical documentation of the appointment to donate before donating or attempting to donate blood. The medical documentation shall be submitted with the request for leave. The medical documentation may consist of a written statement from the blood bank indicating that the participating employee has an appointment to donate or attempt to donate blood.

c) The employer may request that the participating employee provide a written statement from the blood bank confirming that the employee kept the appointment.