



## **POLICY MANUAL**

### **BENEFITS**

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#### **Number 369**

**Subject: Organ Donor Leave**

**Covered Employees: All Budgeted Employees**

**Date of Origin: July 1, 2004**

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#### **369.1 POLICY**

The University grants special paid leave to employees who are temporarily disabled while serving as a bone marrow or human organ donor.

##### **1.1 Eligibility**

Budgeted employees working on a fiscal or academic year base appointment at 50% time or greater are eligible for organ donor paid leave benefits.

##### **1.2 Paid Leave Benefits and Limits**

Leave with pay shall be granted for donor participation as follows:

1. Employees who donate bone marrow shall be granted up to seven (7) days of paid leave.
2. Employees who donate a human organ shall be granted up to thirty (30) days of paid leave.

##### **1.3 Organ Donor Leave Coordinated with Sick Leave (See Policy #363)**

Additional leave that may be required for donor disability beyond the limits identified in Section 1.2 may be taken under the provisions of the University Sick Leave Policy #363.

#### **369.2 RESPONSIBILITY**

##### **2.1 Department Heads and Supervisors**

Responsible for approving employees' written request for donor leave and providing a copy of this approval to the Office of Human Resources.

## **2.2 Employees**

Responsible for requesting donor leave in writing. This must include written documentation from a medical practitioner that authenticates the donation.