

# Donated Leave for Purpose of Organ Transplant Policy

Employees, including employees of the Conservation Board, may donate up to sixteen (16) hours of earned vacation or personal leave to an eligible employee who has been approved for a leave of absence due to agreeing to donate an organ to a person deemed by a qualified physician as needing a transplant operation. Length of absence covered under this policy shall not exceed medical necessity, as determined by the health care provider, for the transplant operation and recovery. The maximum donated time an employee may receive for an instance covered by this policy in a twelve (12) month period is 480 hours.

Employees do not need to utilize all paid leaves prior to requesting and/or utilizing donated leave for the purpose of organ donation. Eligible employees are required to provide medical verification of the operation to be performed and the probable length of time needed to be off for the operation and recovery.

An eligible employee is defined as a regular full-time or part-time employee with at least twelve (12) months of continuous employment and sufficient hours worked at the time of the employee's application to qualify for FMLA leave.

Requests for donated leave must be submitted for approval to the Human Resources Director, or the director's designee, along with a statement of need and supporting medical documentation. Upon approval, the employee's request will be communicated to all department offices to obtain donated leave. Donated leave shall be accepted until the maximum leave is donated or the employee returns to work, whichever occurs first.

The use of donated leave shall be subject to the same restrictions and/or requirements as other leaves of absence under county policies; and the employee/recipient shall not derive any accrual of leave as a result of the receipt of donated leave. Donated leave that is unused upon the employee's return to work shall be returned to the respective donor.

Upon request of the employee utilizing donated leave for this purpose thank you notices will be sent by interoffice mail to persons donating time. If the employee utilizing donated leave supplies thank-you notices and/or envelopes and postage, Human Resources will facilitate delivery of the thank you notices. Human Resources will not be responsible for any postage to deliver such thank-you notices.

Contact:           Human Resources  
                          515-286-3200