



## HUMAN RESOURCES POLICIES AND PROCEDURES

Area: Leave Time

Subject: Organ and Marrow Donation

Applies To: Campus Employees

Sources:

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### **PURPOSE**

This policy ensures compliance with state law on organ and bone marrow donations and supports employees who may elect to be an organ donor or bone marrow donor by providing limited additional leave to cover absences related to the donation.

### **POLICY**

Employees of the University System of Georgia who serve as an organ donor for the purpose of transplantation shall receive a leave of absence, with pay, of thirty (30) days. Each employee who serves as a bone marrow donor for the purpose of transplantation shall receive a leave of absence, with pay of seven (7) days. Leave taken under this provision shall not be charged against or deducted from an employee's accrued annual or sick leave. Such leave shall be included as service in computing any retirement or pension benefits. This provision shall apply only to an employee who actually donates an organ or marrow and who presents to the appropriate supervisor a statement from a licensed medical practitioner or hospital administrator that the employee is making an organ or marrow donation.

### **PROCEDURE**

Employee must present appropriate official orders to Human Resources.