

# 1 Organ and Bone Marrow Donation Leave

2 Effective: September 23, 2011

3 Contact: [University Human Resources](#)

## 4 Introduction

5 This policy explains the university's provisions regarding organ and bone marrow donation leave and  
6 applies to Faculty, Professional & Scientific Staff, and Merit Staff. This policy complies with Iowa  
7 Code 70A.39.

## 8 Policy Statement

9 The Organ and Bone Marrow Donation Leave policy provides employees with paid leave in the  
10 event the employee donates vascular organs or bone marrow. Leave must be taken in continuous  
11 full time periods. An employee who is granted a leave of absence under this section will receive  
12 leave without loss of seniority, pay, vacation time, sick leave, insurance and health coverage  
13 benefits, or earned overtime accumulation. Employees will be compensated at their regular rate of  
14 pay for their regularly scheduled work hours during the time employees are absent from work due to  
15 organ or bone marrow donation and recovery.

## 16 Vascular Organ Donation

17 An employee who is donating a vascular organ may take a leave of absence of up to thirty  
18 workdays. Any leave beyond thirty working days may be covered by FMLA leave for eligible  
19 employees. To be paid during any additional leave, employees will be required to request sick leave.  
20 Please refer to the FMLA Policy for more information about FMLA leave and eligibility.

21 A vascular organ is defined as an organ that requires the continuous circulation of blood to remain  
22 useful for purposes of transplantation. Examples of such organs are a heart, lung, liver, pancreas,  
23 kidney, or intestine. This is not an all inclusive list of vascular organs.

## 24 Bone Marrow Donation

25 An employee who is donating bone marrow may take a leave of absence of up to five workdays. Any  
26 leave beyond five working days may be covered by FMLA leave for eligible employees. To be paid  
27 during any additional leave, employees will be required to request sick leave. Please refer to the  
28 FMLA Policy for more information about FMLA leave and eligibility.

29 Bone marrow is defined as the soft tissue that fills human bone cavities.

## 30 Notice and Documentation

31 When the need for leave is foreseeable, the employee shall notify his or her supervisor within 30  
32 days of the need for leave. When the need for leave is not foreseeable, the employee shall notify the  
33 university as soon as possible.

34 The employee must provide complete and sufficient medical documentation in support of the request  
35 for Organ and Bone Marrow Donation Leave. Such documentation should be completed by the  
36 employee's medical provider or hospital that is performing the organ transplantation and submitted to  
37 his or her supervisor in as far in advance as practicable of the leave.

38 An employee on leave for vascular organ or bone marrow donation must present a medical release  
39 to return to work. This is to certify that the employee is able to perform the essential functions of the  
40 job.

## 41 **Resources**

### 42 **Links**

- 43 • [UHS Employee/Labor Relations](#)
- 44 • [Payroll Office](#)
- 45 • [Iowa Code 70A.39, Bone Marrow and Organ Donation Incentive Program](#)
- 46 • [Family and Medical Leave Act \(FMLA\) Policy](#)
- 47 • [FMLA Flowchart, Forms, and FAQ](#)
- 48 • [Disability Accommodation Requests](#)
- 49 • [Sick Leave Policy](#)