

Organ and Bone Marrow Donation Leave

Effective: September 23, 2011

Reviewed and Updated: August 9, 2016

Contact: [University Human Resources \(UHR\)](#)

Introduction

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

Policy Statement

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

Vascular Organ Donation

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

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

Bone Marrow Donation

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

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

Notice and Documentation

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

The employee must provide complete and sufficient medical documentation in support of the request for organ and bone marrow donation leave. Such documentation should be completed by the employee's medical provider or hospital that is performing the organ transplantation and submitted to his or her supervisor in as far in advance as practicable of the leave.

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

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

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