

**University Policy Number 200.14:
LEAVE TO DONATE BONE MARROW OR ORGANS**

Responsible Administrator: Office of the President

Responsible Office: Office of Human Resources

Originally Issued: August 2006

Revision Date:

Authority: Office of the President

Policy Statement

It is the policy of Claflin University to provide full-time non-probationary employees with Leave to Donate Bone Marrow or Organs. It is the University's objective to grant employees leave with pay or without pay from work to participate in the bone marrow and organ donation program. Forty hours (40 hours) of this leave is not accrued or credited; it is a benefit that is provided to support the employee for the specific purpose of bone marrow or organ donation. The University recognizes the significant medical benefit for the employee and donor recipient. Employees may use their accumulated sick and vacation leave for personal medical reasons.

Statement of Purpose

This policy establishes guidelines for the administration of the Leave to Donate Bone Marrow or Organs Program. Leave under this policy provides eligible employees with up to 240 hours (6 weeks) of **PAID OR UNPAID** leave for the period that is medically necessary for donation of bone marrow or an organ during any 12 consecutive months. Employees will automatically be compensated for 40 hours (1 week). The additional 200 hours (5 weeks) may be paid or unpaid. The employee shall be offered the benefit of paid leave by using applicable accrued sick and/or vacation leave to cover the period of absence. This leave may be used only for donating bone marrow or organs as outlined in this policy.

Applicability

This policy is applicable to all administrators, faculty, staff, part-time twelve-month salaried, and hourly employees who have met the requirement eligibility.

PROCEDURES

This policy provides sick leave benefits to employees who meet the following requirements:

- ✓ Must have worked for the University for at least 12 months
- ✓ Must have worked at least 1,250 hours during the year preceding the start of the leave

Amount/Availability of Leave

The rate at which an employee is provided leave to donate bone marrow or organs is based upon a uniform policy. Full-time non-probationary employees will automatically be compensated for 5 workdays (40 hours/1 week) of paid leave and 25 workdays (5 weeks) of unpaid/paid leave during any 12 consecutive months. The employee shall be offered the benefit of paid leave by using applicable accrued sick and/or vacation leave to cover the period of absence. The number of workdays granted is the same for all eligible employees. Probationary employees are not eligible to participate in this program until they have completed their probationary period.

Use of Leave

- Leave under this policy may be used only for donating bone marrow or organs.

Requesting Leave

- Eligible employees must request leave to donate bone marrow or organ. The request should be made as far in advance as possible to assist supervisors in planning for the employee's absence. Employees must submit a medical certification to support the leave and the expected duration of the leave. The University should inform the employee as soon as possible after the decision is made.
- If employees are receiving Workers' Compensation (WC) benefits when they decide to donate bone marrow or an organ, the Workers' Compensation benefits will be suspended for any period when the employee receives paid leave or uses sick or vacation leave. However, when the bone marrow or donor period ends, the Workers' Compensation benefits will continue, as appropriate.

COMPLIANCE WITH POLICY

This policy shall be governed in accordance with the Policy on Family and Medical Leave and the section on Leave Without Pay for Disability in the Staff Guidelines.

