

ORGAN DONATION

In any twelve (12)-month period, an employee may use up to three (3) days of Organ Donation Leave to serve as a bone marrow donor and ten (10) days of Organ Donations Leave to serve as an organ donor. Organ Donation Leave may be used only for the actual donation procedure, the preparation for the actual donation procedure and recovery from the actual donation procedure. It may be used in increments in one (1) hour or more. An employee, or if incapacitated, his or her authorized representative, may request Organ Donation Leave by submitting a request in writing, and appending the relevant medical documentation. The College shall render its decision on the request for Organ Donation Leave within five (5) business days of the Office of Human Resources receiving the request. Organ Donation Leave shall be denied only if the employee fails to provide the medical documentation that is required to establish his or her status as a donor. This may be an FMLA qualifying event.