

# Jefferson County

## Employee Administrative Rules & Regulations

### Living Donor Leave



**Rule Number:** 5.5.8

Date Established: 1/12/2021

Date of Last Revision: 2/25/2021

Date of Current Revision:

**APPROVED BY THE JEFFERSON COUNTY COMMISSION**

Date: 03/11/2021

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#### **1.0 PURPOSE**

The Jefferson County Commission supports its employees in becoming living organ and bone marrow donors. As such, the Rule is intended to provide an opportunity for Jefferson County Commission employees to receive approval for a specified amount of paid leave immediately after donating their kidney, a portion of their liver or bone marrow in order to recuperate from the procedure.

#### **2.0 RULE**

Eligible employees may receive up to four (4) weeks (or 160 hours) paid leave during a 12-month period to donate an organ to another person, or one (1) week or (40 hours) paid leave during a 12-month period to donate bone marrow to another person.

#### **3.0 ELIGIBLE EMPLOYEES**

Eligible employees are those who have worked for Jefferson County Commission at least one (1) year and who have worked at least 1250 hours in the last twelve (12) months of the request for living donor leave.

#### **4.0 PROCEDURES**

Requests for living donor leave must be made through the Human Resources Department – Employee Services (Benefits) Division. Eligible employees will be required to provide documentation from a physician to certify the date(s), when the employee will undergo a bone marrow or organ donation procedure. Prior to returning to work, employees will be required to submit documentation from a physician authorizing their return to work date. Any additional leave time needed will be provided in accordance with Jefferson County Commission’s leave policies.

The Employee Services (Benefits) Division will notify the HRIS Division of all approved living donor requests.