



## Policy 4.28 Living Donor

**Responsible Official:** VP for Human Resources

**Administering Division/Department:** Leave Policies

**Effective Date:** March 29, 2007

**Last Revision:** October 05, 2012

### Policy Sections:

- I. Overview
- II. Applicability
- III. Policy Details
- IV. Related Links
- V. Contact Information
- VI. Revision History

### Overview

Employees of Emory University who request time off to serve as a living donor are eligible for paid leave in addition to vacation and sick leave benefits under the living donor leave policy of Emory University. The amount of time off requested will be based on individual medical need. Employees eligible to take time off under this policy will not suffer any loss in income, employment status, length of service, or benefits.

### Applicability

All regular full-time and regular part-time employees are eligible for living donor paid leave. Time off under the living donor leave policy will not decrease the eligible employee's vacation and sick leave balance as a result of being off for this purpose. Employees are eligible based on individual medical need for up to:

- 30 days paid leave for solid organ donation
- 1 day paid leave for a bone marrow donation

All temporary employees and employees regularly scheduled to work less than 20 hours a week are not eligible for paid time off under this policy.

### Policy Details

In order to be paid for time off under this policy, the eligible employee must adhere to the following guidelines:

1. The employee must submit a written medical living donor leave request to the immediate supervisor/department manager and Employee Health Department for approval. The written medical living donor leave request must have the appropriate documentation indicating the medical need from their healthcare practitioner as verification of the upcoming donation and transplant procedure. Employee Health will notify both the employee and the employee's supervisor upon approval of the medical living donor leave request.
2. Living donor leave will be allowed up to the maximum number of days indicated above under the "eligibility section" of this policy based on confirmation of the type of transplant.
3. Approved living donor leave will not be deducted from the employee's vacation and sick leave balances, and should not exceed the maximum number of days approved.
4. Time off under this policy will not be counted towards the 12-weeks family medical leave (FMLA); nor will it be counted as occurrences under the department's respective attendance policy. Any additional time off due to

medical reasons that exceed the maximum allowed under the living donor policy will require approval by the department manager based on the applicable Emory University leave eligibility policy, i.e. FMLA policy.

5. Employees are required to give at least a 30-day advance notice (whenever feasible) when requesting time off under the living donor leave policy.

### Related Links

- Current Version of This Policy: <http://policies.emory.edu/4.28>

### Contact Information

Subject	Contact	Phone	Email
HR Associate ER/OD	Sharmel Gonzalez	404-727-7625	sgonza4@emory.edu

### Revision History

- Version Published on: Jun 22, 2012
- Version Published on: Jun 22, 2012
- Version Published on: May 15, 2007 (*Amended 5/08/07*)

*Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly encouraged to visit [policies.emory.edu](http://policies.emory.edu) to ensure that you are relying on the current version.*