

# ORGAN AND BONE MARROW DONOR LEAVE

**SOURCE: OHIO REVISED CODE R.C. 124.139**

**CONTACT: OFFICE OF EMPLOYEE SERVICES**

## **Organ and Bone Marrow Donor Leave:**

### **Purpose:**

Living Organ and Bone Marrow Donor leave (Donor Leave) is intended to provide an opportunity for Ohio EPA 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.

1. Full-time permanent Ohio EPA employees are eligible for Donor leave. No other appointment types are eligible for Donor leave under this policy.
2. Employees must apply in writing ten working days prior to the procedure or as soon as possible after the employee is informed of the date of the procedure, using the standard [Request for Leave form \(ADM 4258\)](#). Employees must mark the box for "Other" and specifically indicate "Donor Leave" on the form. Employees must also specify the type of donation (kidney, liver, or marrow). Donor Leave shall begin on the date of the procedure.
3. A full-time permanent Ohio EPA employee shall receive up to two hundred-forty hours of leave with pay during each calendar year to use during those hours when the employee is absent from work because of the employee's donation of any portion of an adult liver or because of the employee's donation of an adult kidney.
4. A (designated representative) or the employee donating their kidney or portions of the liver must submit an [Organ Donor Physician Certification \(ADM 4261\)](#) within ten days of the procedure to OES.
5. A full-time permanent Ohio EPA employee shall receive up to fifty-six hours of leave with pay during each calendar year to use during those hours when the employee is absent from work because of the employee's donation of adult bone marrow.
6. A (designated representative) or the employee donating bone marrow must submit an [Organ Donor Physician Certification \(ADM 4261\)](#) within three days of the procedure to OES.

7. Failure to submit an **Organ Donor Physician Certification (ADM 4261)** will result in the denial of the previously submitted employee leave request.
8. Employees may work a reduced schedule during any portion of the Donor leave, subject to approved medical authorization from the employee's attending physician. The physician statement must indicate the number of hours the employee could work and any restrictions placed on the employee's activities. An employee who is permitted to work a reduced schedule during such period shall establish a schedule that is acceptable to the Appointing Authority.
9. Employees who experience medical complications as a result of donating their kidney, a portion of their liver, or bone marrow that extend beyond the duration of the Donor leave, may apply for state disability leave benefits. Please refer to the Disability policy for more information.

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