Section 3 Subject 3.9 **Policy 3.6.15**	Human Resources Policies Leave Administration **Leave for Employees Donating an Organ, Bone Marrow, or Blood**	08/22/03- Originated 03/07/13- Reviewed w/ changes - Reviewed w/o changes 04/08/13 -Effective Human Resources - Author

Leave for Employees Donating an Organ, Bone Marrow, or Blood

Policy

The University of Texas Medical Branch recognizes the importance of its employees to serve as organ, bone marrow, or blood donors and will allow all employees the necessary time off without a deduction in salary.

Leave for Organ or Bone Marrow Donation

Employees are entitled to a leave of absence without a deduction in salary for the time necessary to permit the employee to serve as a bone marrow or organ donor. Prior approval must be obtained before the start of such leave. However, when prior approval cannot be obtained, the employee must provide the request as soon as practically possible. Additionally, a release to return to work must be provided upon the employee's return.

The leave of absence provided may not exceed:

(1) five working days in a fiscal year to serve as a bone marrow donor; or
(2) 30 working days in a fiscal year to serve as an organ donor.

Leave for Blood Donation

UTMB shall allow its employees sufficient time off, without a deduction in salary or accrued leave, to donate blood not to exceed four times in a fiscal year

1. Employees must obtain prior approval from their supervisor.
2. On returning to work after taking time off, employees shall provide their supervisor with proof that the employee donated blood during the time off. This verification shall be provided to the employee by the Blood Bank.
3. If an employee fails to provide proof that the employee donated blood during the time off, UTMB shall deduct the period for which the employee was granted time off from the employee's salary or accrued leave, whichever the employee chooses.

UTMB complies with applicable federal and state laws and regulations, and strives to maintain an environment which does not discriminate against applicants or employees on the basis of race, color, national origin, sex, age, religion, disability, sexual orientation, genetic information or veteran status.

Reference

Texas Government Code, Subchapter Z, Chapter 661, §§661.916 and 661.917