



COOK COUNTY BUREAU OF HUMAN RESOURCES

POLICY TITLE: ORGAN DONOR LEAVE

EFFECTIVE DATE: September 1, 2015

**ASSOCIATED PERSONNEL
RULE:** N/A

POLICY FORM: Organ Donor
Leave Request Form

PURPOSE: To establish the terms and conditions under which eligible employees are entitled to paid time off (“organ donor leave”) as a result of organ or bone marrow donation.

AREAS AFFECTED: This policy applies to all Cook County agencies and offices which shall include but not be limited to the offices under the Cook County Board President, Cook County Board of Commissioners, Cook County State’s Attorney, Cook County Sheriff, Clerk of the Circuit Court of Cook County, Cook County Board of Review, Cook County Assessor, Cook County Public Defender, Chief Judge of the Circuit Court, Cook County Public Administrator, Cook County Recorder of Deeds, Cook County Health and Hospitals System, Cook County Treasurer, Cook County Clerk, Cook County, Office of the Independent Inspector General, Public Administrator and Cook County Land Bank.

ELIGIBLE EMPLOYEES: County employees who have been employed by the County for at least twelve (12) months.

DEFINITIONS:

“Organ” means any biological tissue of the human body that may be donated by a living donor, including but not limited to, the kidney, liver, lung, pancreas, intestine, bone, and skin or any subpart thereof.

POLICY AND PROCEDURES:

1. Eligible employees are entitled to receive the following organ donor leave, subject to submission of an Organ Donor Leave Request Form, its approval by the Chief of the Bureau of Human Resources (or Designee), and completion of the relevant medical procedure:
 - a. Five (5) days of paid leave in any twelve-month period for bone marrow donation via non-surgical apheresis;
 - b. Fifteen (15) days of paid leave in any twelve-month period for bone marrow donation via surgical aspiration; or
 - c. Thirty (30) days of paid leave in any twelve-month period for organ donation.
2. Organ donor leave will be measured in business days, and based on the average salary earned by the employee during a typical week, excluding overtime.
3. Organ donor leave may be combined with other accrued paid time off (PTO) such as vacation, personal and/or sick time (consistent with Cook County Personnel Rules) to achieve the maximum amount of paid time off. However, eligible employees are not required to use PTO before requesting organ donor leave.
4. Employees cannot use organ donor leave prior to the date of donation, and must use organ donor leave in a continuous block of time beginning on the day of donation.
5. Leave entitlement for this purpose is not concurrent with leave taken pursuant to the Family and Medical Leave Act (FMLA), but rather is in addition to any FMLA entitlement.
6. Additional benefits may be available from the Cook County Pension Board.
7. Employees on an approved organ donor leave of absence must continue to contribute the employee portion of the health insurance premium or any other applicable premiums in order to continue to receive employee health care coverage.
8. All rights to organ donor leave cease at the close of business on the effective date of an employee’s separation or layoff, and neither the employee nor the employee’s estate is entitled to any further compensation for organ donor leave beyond the effective date of the employee’s separation or layoff.



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9. The utilization of organ donor leave shall not have a negative impact on employment status. Any fraudulent attempt to obtain such leave may result in disciplinary action, up to and including termination.
10. This policy shall apply retroactively to employees who donated organ(s) between January 1, 2015 and August 31, 2015; such employees may recover any PTO that they used to convalesce from said organ donation provided that the paid leave that they are entitled to in accordance with this policy is sufficient to account for any PTO they used during their absence from work as a result of organ donation, and that they comply with all other conditions and requirements listed in this policy or required by BHR.
11. ***Requesting Organ Donor Leave:*** In order to apply for organ donor leave, an employee must submit a completed Organ Donor Leave Request Form along with written verification by the attending physician of the proposed organ or bone donation to his/her Department Head and to the head of the employee's Human Resources Office (i.e., employees in Offices Under the President must notify the Chief of the Bureau of Human Resources; all other employees must notify their own human resources department), indicating the specific days for which such leave is being requested. Said form and attending physician verification should be submitted at least thirty days before the expected date of organ or bone morrow donation. To the extent that thirty days' notice is not possible, the employee must comply with this requirement as soon as practicable.