

HIGHLAND COMMUNITY COLLEGE
GENERAL PERSONNEL POLICY

SUBJECT: Donor Leave for Blood, Organ, Tissue, and Bone Marrow Donation Page 1

BOARD OF TRUSTEE APPROVAL: 01/22/2025

EFFECTIVE DATE: 01/23/2025

The donor leave program provides approved recovery time away from work for Administrative, Classified, and Professional staff who choose to donate organs, tissue, bone marrow, blood or blood products.

Eligible employees may receive paid leave in accordance with the criteria noted below:

- Up to 30 working days of paid leave for recovery from an organ or tissue donation procedure;
- Up to 7 working days of paid leave following the donation of bone marrow;
- 3 hours of paid leave every 4 months for the donation of blood;
- 3 hours of paid leave every 4 months for the donation of blood platelets or other approved blood products.

Additional information:

- Donor Leave will be paid at the employee's regular rate of pay.
- Donor Leave will only be paid for leave taken during regularly scheduled work hours.
- Individuals on sabbatical, leave without pay with benefits, leave without pay, or on suspension are not considered to be an "active" employee for the purpose of this policy.
- When Donor Leave is approved, eligible faculty and staff will continue to accrue leave for which they are otherwise eligible.
- Donor leave will not be counted against a faculty or staff members' FMLA entitlement.
- Donor leave does not count as time worked for Fair Labor Standards Act (FLSA) purposes for non-exempt staff, except as noted below for blood donation.

Exclusions or Special Circumstances

A Faculty, Athletic Staff, Classified Staff member or Administrator does not have to exhaust any accrued leave before being eligible to receive donor leave.

Donor leave may not be used to care for family members who are donors.