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## Policy Information

**Effective Date:**

January 1, 2010

**Last Revised Date:**

January, 2020

**Reference:**

Classified Staff Human Resources Policy Manual 223.0

University Handbook for Appointed Personnel 8.02.05

University Staff Manual 3-101

**Responsible Unit:**

Human Resources

**Email:**

[hadmin@email.arizona.edu](mailto:hadmin@email.arizona.edu) [1]

## Scope

This policy applies to all University employees.

## Policy

University employees are entitled to a leave of absence for the purpose of bone marrow or organ donation in accordance with ARS §41-706.

## Duration

Up to five (5) work days to serve as a bone marrow donor or up to thirty (30) work days as an organ donor for a human transplant. If the employee is eligible for Family and Medical Leave, the bone marrow/organ donor leave of absence will run concurrently.

## Pay and Benefits Status

The employee is entitled to receive regular pay and benefits during the bone marrow/organ donation leave of absence. For the purpose of determining seniority, pay or pay increases, performance awards, and the receipt of any benefit that may be affected by a leave of absence, service is considered uninterrupted by this leave of absence. The employee must not be penalized for requesting or obtaining leave for this purpose.

## Compliance and Responsibilities

The employee should provide as much notice as possible when requesting bone marrow/organ donation leave of absence and must provide written medical certification issued by the employee's healthcare provider stating that the employee is to serve as a donor and specifying the kind of donation to be made.

## Related Information\*

Arizona Board of Regents Policy 6-811. Leave of Absence for the Purpose of Bone Marrow or Organ Donation [2]

Arizona Revised Statutes §41-706. State employee living donor leave; definitions [3]

## Revision History\*

12/01/2023: Updated responsible unit email address.

03/01/2023: Replaced *Division of Human Resources* with *Human Resources*.

01/22/2020: Unified statement for all employees.

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### Source

**URL:**<https://policy.arizona.edu/employment-human-resources/leave-purpose-bone-marrow-or-organ-donation>

### Links

[1] <mailto:hradmin@email.arizona.edu> [2] <https://public.powerdms.com/ABOR/documents/1499344>

[3] <https://www.azleg.gov/viewdocument/?docName=https://www.azleg.gov/ars/41/00706.htm>