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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:
Division of Human Resources
Email:
hrsolutions@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***

1/22/2020 Unified statement for all employees

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**Links**
[1] mailto:hrsolutions@email.arizona.edu