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Home > Leave for the Purpose of Bone Marrow or Organ Donation

**Policy Contents**

- Scope
- Policy
- Compliance and Responsibilities
- Related Information*
- Revision History*

**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

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**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](https://public.azregents.edu/Policy%20Manual/6-811%20Leave%20for%20Purpose%20of%20Bone%20Marrow%20or%20Organ%20Donation.pdf) [2]


**Revision History***

1/22/2020 Unified statement for all employees

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