Policy 3514

From Human Resources

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PERSONNEL POLICY MANUAL
MoDOT Personnel Policy Title: Human Organ and/or Bone Marrow Donation **Policy Number**: 3514 **Chapter Title**: Leaves of Absence **Effective Date**: July 1, 2005 **Supersedes Policy Number**: 3514 **Dated**: April 1, 2004
Approved By: Micki Knudsen, Human Resources Director (Signature on file)

POLICY STATEMENT

The department will provide employees paid leave to participate as a bone marrow and/or human organ(s) donor.

PROVISIONS / REQUIREMENTS

1. The Missouri Revised Statute (RSMo) 105.266, effective August 28, 2001, provides paid leave to all employees who participate as a bone marrow and/or human organ donor, as long as these employees provide advance written verification of the event.

2. A maximum of five workdays is allowed to serve as a bone marrow donor. Employees should record this leave on their timesheets to Paid Leave – Bone Marrow Donor (**LWPDM**).

3. A maximum of 30 workdays is allowed to serve as a human organ donor. Employees should record this leave on their timesheets to Paid Leave – Human Organ Donor (**LWPDD**).

4. Verification letters and any subsequent letters or memos related to the donation and recovery period, should be forwarded to the Human Resources Division to be placed in the employee's personnel file.

CROSS REFERENCE

RSMo Section 105.266 Leave of Absence Granted, State Employees, Bone Marrow or Organ Donation (http://www.moga.mo.gov/statutes/C100-199/1050000266.HTM)

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