

Policy 3514

From Human Resources

Revision as of 16:54, 1 September 2015 by Luebbm1 (Talk | contribs)
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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: September 1, 2015

Supersedes Policy Number: 3514 **Dated:** July 1, 2005

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.

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 (LWPDM).
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.
5. Supervisors may allow employees up to two hours of work time, for the actual amount of time necessary to donate blood or plasma, without requiring the use of paid leave for a state or local community sponsored blood drive. Any time approved in excess of two hours should be coded to annual leave, compensatory time, or flexed within the same workweek.

CROSS REFERENCE

RSMo Section 105.266 Leave of Absence Granted, State Employees, Bone Marrow or Organ Donation (<http://www.moga.mo.gov/mostatutes/stathtml/10500002661.HTML>)

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