

# **Staff Personnel Manual (SPP)**

## **SPP 710: Bone Marrow or Organ Donor Leave**

**Effective:** 12/1/2018

**Revised:** 7/1/2019

### **Purpose**

To allow an employee paid leave of absence for the purpose of bone marrow or organ donation in accordance with A.R.S. § 41-706.

### **Source**

*Arizona Revised Statute § 41-706; Arizona Board of Regents 6-811*

### **Eligibility**

All ASU employees, including faculty, academic professionals, administrators, service professionals, and classified staff.

### **Policy**

As required by A.R.S. § 41-706, an ABOR or University employee is entitled to a leave of absence for the purpose of bone marrow or organ donation as follows:

1. Five work days to serve as a bone marrow donor for a bone marrow transplant if the employee provides the employer with written medical certification issued by the employee's health care provider that the employee is to serve as a bone marrow donor.
2. Thirty work days to serve as an organ donor for a human organ transplant if the employee provides the employer with written medical certification issued by the employee's health care provider that the employee is to serve as an organ donor.
3. An employee who is granted a leave of absence pursuant to this policy is entitled to receive base pay without interruption during the leave of absence. For the purpose of determining seniority, pay or pay advancement and performance awards and for the receipt of any benefit that may be affected by a leave of absence, the service of the employee is considered uninterrupted by the leave of absence.
4. The employee will not be penalized for requesting or obtaining a leave of absence pursuant to this policy.

### **Requesting Leave**

The employee must submit a written request for leave of absence to the appropriate supervisor specifying the purpose and duration for the leave, including the anticipated beginning and ending dates. The request should be submitted at least 30 calendar days before leave is to begin, if the leave is foreseeable, or as far in advance as possible if the leave is not foreseeable.

If the employee is eligible for Family Medical Leave of Absence, the Organ Donor Leave of Absence will run concurrently.

## Return to Work

In the case of the employee's own serious health condition, the employee must provide a certification from the health care provider confirming that the employee is able to return to work and can perform the essential functions of his or her position, whether on a full-time or part-time basis. Employees without proper authorization will not be allowed to return to work.

### Cross-Reference

- [SPP 705-02](#), Family Leave of Absence
- [SPP 705-01](#), Extended Leave of Absence