

[Sample Draft] Employee Blood and Organ Donation Leave

Amount of Leave

Eligible [full-time](#) employees may take paid leave for up to one hour every 56 days to donate or to attempt to donate blood. Eligible [full-time and part-time](#) employees may take up to 10 days in any 12-month period to serve or attempt to serve as a living organ donor. [For a part-time employee using leave under this policy, RAILS shall calculate the daily average pay the part-time employee received during his or her/their previous 2 months of employment and compensate the part-time employee in the amount of the daily average pay for the leave days used.](#)

Commented [MM1]: [Q&C 2/23/26]: Amanda: Last sentence of "Amount of Leave", replace "his or her" with "their."

Definitions

- A. "[Eligible Employee](#)" for blood donation means a full-time employee who has been employed for at least 6 months and who donates or attempts to donate blood as defined in Section B. For organ donation, an eligible employee means any employee ([full-time and part-time](#)) who has been employed for at least 6 months and who donates any biological tissue of the human body as defined in Section C.
- B. "[Blood Donation](#)" means the act of donating blood in accordance with the nationally recognized medical standards for blood donation eligibility of the community blood bank as operated by the American Red Cross, America's Blood Centers, the American Association of Blood Banks, or other blood bank.
- C. "[Organ Donation](#)" means the act of donating any biological tissue of the human body that may be donated by a living donor (other than blood), including but not limited to, the kidney, liver, lung, pancreas, intestine, bone, and skin or any subpart thereof.

Notice, Approval, and Verification Requirement

An employee is required to give reasonable notice to the organization in the event that the employee chooses to use leave under this policy. A request for leave under this policy must be in writing and must include the day the employee wishes to use the leave along with a written statement from the blood bank or medical/transplant facility indicating that the employee has an appointment on the day requested for leave to donate or attempt to donate blood or an organ.

Upon an employee's return from an approved leave, the employee will be required to submit a written statement from the blood bank or medical/transplant facility verifying that the employee kept the appointment.

Complaint Procedure

Employees who believe that their leave has been improperly administered under this policy may file a complaint with [insert job title]. The complaint will be promptly investigated and the results of the investigation will be reported to the complaining employee. If the employee is unsatisfied with the findings of the investigation, the employee may appeal the decision to [insert job title].

Commented [MM2]: Ask HR Source: Is this specific to this leave or is it something that's included in other policy types?