

HUMAN RESOURCES ADMINISTRATIVE MANUAL  
TIME AWAY FROM WORK: ORGAN AND MARROW DONATION



# Organ and Marrow Donation

## CITATION REFERENCE

<b>OFFICIAL TITLE</b>	POLICY ON ORGAN AND MARROW DONATION
<b>VOLUME</b>	HUMAN RESOURCES
<b>RESPONSIBLE OFFICE</b>	USG HUMAN RESOURCES OFFICE
<b>ORIGINALLY ISSUED</b>	
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## Policy Statement

Employees of the University System of Georgia who serve as an organ donor for the purpose of transplantation shall receive a leave of absence, with pay, of thirty (30) days. Each employee who serves as a bone marrow donor for the purpose of transplantation shall receive a leave of absence, with pay of seven (7) days. Leave taken under this provision shall not be charged against or deducted from an employee's accrued annual or sick leave.

This policy ensures compliance with state law on organ and bone marrow donations and supports employees who may elect to be an organ donor or bone marrow donor by providing limited additional leave to cover absences related to the donation.

## Applicability

All units of the University System of Georgia are covered by this policy.

## Who Should Read This Policy

All Human Resources staff and employees within the University System of Georgia should be aware of this policy.

## Definitions

These definitions apply to these terms as they are used in this policy:

- **Board of Regents (BOR):** The governing body of the University System of Georgia.

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- **Organ Donor and Marrow Donation:** Leave that allows the employees to undergo said medical procedures without charge to accrued leave.

### Process and Procedures

Leave for Organ and Marrow Donation: Each employee who serves as an organ donor for the purpose of transplantation shall receive a leave of absence, with pay, of thirty days. Each employee who serves as a bone marrow donor for the purpose of transplantation shall receive a leave of absence, with pay of seven days. Leave taken under this provision shall not be charged against or deducted from an employee’s accrued annual or sick leave. Such leave shall be included as service in computing any retirement or pension benefits. This provision shall apply only to an employee who actually donates an organ or marrow and who presents to the appropriate supervisor a statement from a licensed medical practitioner or hospital administrator that the employee is making an organ or marrow donation.

Employee must present appropriate official orders to Human Resources.

### Responsible Parties and Contact Information

Party	Responsibility	Phone/Email/URL
<b>Vice Chancellor for Human Resources, USG</b>	Maintain leave, provide guidance to institution human resources officers on effective utilization of policy, monitor for compliance, update the system as necessary, and respond to campus requests for updates.	404-962-3235 <a href="mailto:usg-hr@usg.edu">usg-hr@usg.edu</a>
<b>Institution Chief Human Resources Officers</b>	Ensure appropriate utilization of the USG organ or marrow donation on their respective campuses.	See University System <a href="#">HR Officer Listing</a>

### Appendices (Internal Documents, Forms and Web Links)

- [Board Policy Manual Section 8](#)

### Related Documents and Resources (External)

- GA State Law (O.C.G.A. §45-20-31 - Organ/Bone Marrow Donation Leave)

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