

## Section 500 - Personnel

### **Bone Marrow or Organ Donor Leave Policy**

**Code # 532.42**

The Tri-County Area School District offers up to six (6) weeks of leave in a 12-month period for the purpose of serving as a bone marrow or organ donor. Leave may only be taken for the period necessary for the employee to undergo and recover from the bone marrow or organ donation procedure. To be eligible, employees must have worked for the District for more than 52 consecutive weeks and worked at least 1,000 hours during the preceding 52 weeks.

To request leave under this policy, the employee must provide written certification that:

1. The donee has a serious health condition that necessitates a bone marrow or organ transplant;
2. The employee is eligible and has agreed to be a bone marrow or organ donor for the donee; and
3. The amount of time expected to be necessary for the employee to recover from the donation procedure.

The employee must also provide notice to the District of the need for leave in a reasonable and practical manner and schedule the donation procedure so that it does not unduly disrupt the District's operations, subject to the donee health care provider's approval.

Leave under this policy is unpaid, but employees may substitute paid or unpaid time of any other type provided by the District and available to the employee. Employee benefits, including group health insurance coverage, will be maintained, as they would be in the event of a leave under the Wisconsin Family and Medical Leave Act. Taking leave under this policy will not entitle an employee to a right, employment benefit or position to which the employee would not have been entitled had he/she not taken the leave, including accrual of seniority. Employees returning from a leave under this policy will be returned to their position, if vacant. If their position is no longer vacant, they will be returned to a position having equivalent terms and conditions of employment.

**LEGAL REFERENCE:** Section 103.11 Wisconsin Statutes

Prior Approval: None  
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