

HELEN PLUM LIBRARY

**P-32 Blood and Organ Donation Leave.**

Approved by the Library Board of Trustees, November 21, 2023. Effective: January 1, 2024.

The Library abides by the Illinois Employee Blood and Organ Donation Leave Act. Full-Time employees who have worked for the Library for 6 months may take paid leave to donate blood or an organ<sup>1</sup>.

- Employees may use up to one hour of paid leave every 56 days to donate blood.
- Employees may take up to 10 days of paid leave in any 12-week period to donate an organ.

Employees must get their manager's approval prior to taking leave. Employees must provide medical documentation before the proposed organ donation leave is taken.

This leave may run concurrently with the Family Medical Leave Act (FMLA). However, the leave is not limited to FMLA-eligible employees. Additionally, employees who have exhausted their FMLA leave may be entitled to take additional leave under this law.

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<sup>1</sup> Per the Employee Blood and Organ Donation Leave Act organ donation includes kidney, liver, lung, pancreas, intestine, bone, or skin.