

HELEN M. PLUM MEMORIAL PUBLIC LIBRARY DISTRICT

P-32 Blood and Organ Donation Leave

Adopted by the Library Board of Trustees November 18, 2025. Effective January 1, 2026.

The Helen M. Plum Memorial Public Library District (Library) abides by the Illinois Employee Blood and Organ Donation Leave Act. Full-time employees who have worked for the Library for at least 6 months may take paid leave to donate blood.

- Employees may use up to one hour of paid leave every 56 days to donate blood.

Full-time and part-time employees who have worked for the Library for at least 6 months may take paid leave to donate an organ¹.

- 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 blood and organ donation 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.

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