

## VII-7.28 – POLICY ON ORGAN DONATION LEAVE FOR USM EMPLOYEES

(Approved by the Board of Regents on June 13, 2025)

### I. PURPOSE AND APPLICABILITY

This policy establishes Organ Donation Leave for employees in the University System of Maryland (USM), including temporary employees, pursuant to the Annotated Code of Maryland, State Personnel and Pensions Article, §9-1106. As an Independent Personnel System, the USM is required by law to provide this leave.

### II. GENERAL

- A. Organ Donation Leave is a standalone type of paid leave provided to USM employees, as follows:
  - 1. Up to seven (7) days of organ donation leave in any 12-month period to serve as a bone marrow donor; and
  - 2. Up to thirty (30) days of organ donation leave in any 12-month period to serve as an organ donor.
- B. Organ donation leave is available to an employee only after receiving the approval of their supervisor and the institution's Human Resources Office.
- C. An employee who uses Organ Donation Leave shall not be required to use any other type of paid leave that may be available to them.

### III. APPLICATION FOR ORGAN DONATION LEAVE

- A. An employee, or their authorized representative, may request Organ Donation Leave by completing an Organ Donation Leave Request form available at their institution's Human Resources Office, which includes a form for the employee's licensed or certified medical provider to substantiate the Organ Donation Leave Request. The medical documentation should be submitted with the Request form, however, if necessary, the medical documentation may be submitted up to 15 days after the Organ Donation Leave Request form has been submitted to the institution's Human Resources Office, or as soon as practicable.
- B. If the CHRO or designee deems the medical documentation submitted to be insufficient in substantiating the need for Organ Donation Leave, the employee will be notified in writing that they must cure the deficiency within seven (7) working days, or their Request will be denied.
- C. The institution's Chief Human Resources Officer (CHRO), as the President's designee, will review a complete Organ Donation Leave Request that includes medical documentation, and render a decision within five (5) working days of receipt the packet. If the Request did not include the required medical documentation, or if the identified deficiencies were not cured, as requested, the CHRO will deny the request for Organ Donation Leave.

- D. If an employee must make the donation before receiving approval, the leave shall be provided retroactively upon approval.
- E. Approved Organ Donation Leave may only be used for the actual donation procedure, the preparation for the donation procedure, and recovery from the donation procedure. It can be used in any increment.
- F. Medical documentation submitted with a Request for Organ Donation Leave Request shall be treated as confidential medical information and shall only be to individuals who need to know in order to review and evaluate the request, and plan for a direct-report's absence. An employee who fails to maintain the confidentiality of medical information is subject to progressive discipline, up to and including termination of employment.

#### **IV. IMPLEMENTATION PROCEDURES**

Each President shall identify their designee(s) as appropriate for this policy, develop procedures as necessary to implement this policy, communicate this policy and applicable procedures to his/her institutional community, and post it on its institutional website.