



CITY OF BIRMINGHAM, AL
HUMAN RESOURCES POLICY

Adopted: April 1, 2019
Effective: April 1, 2019

SECTION	SUBJECT
	LIVING DONOR LEAVE POLICY

STATEMENT OF POLICY

The City recognizes the need for individuals to act as living donors for organs and bone marrow. The City also recognizes the sacrifice employees make when choosing to become a living donor. To encourage more employees to consider becoming Living Organ Donors and to remove some of the financial barriers which exist in making Living Organ Donations, the City adopts this Living Donor Leave Policy.

I. PAID LIVING DONOR LEAVE

Eligible employees may receive up to four (4) weeks paid leave during a 12-month period to donate an organ to another person, or one (1) week paid leave during a 12-month period to donate bone marrow to another person. Regular part-time employees will receive pro-rated paid time off days based on the percentage of normally scheduled work hours within a 40-hour week. Living donor leave will run concurrently with rights provided under the Family and Medical Leave Act (FMLA).

II. ELIGIBLE EMPLOYEES

Eligible employees are individuals who have been employed by the City for at least one (1) year and who have worked at least 1250 hours in the last twelve (12) months.

III. PROCEDURE TO REQUEST LEAVE

Requests for living donor leave must be made through the Human Resources Department. Eligible employees will be required to provide medical documentation consistent with the requirements of the FMLA, to certify that the employee will undergo a bone marrow or organ donation procedure. Employees may be required to provide a fitness for duty certificate before returning to work.

The adoption of this policy supersedes any and all prior personnel policies, resolutions or executive orders that conflict with the provisions herein.

APPROVED ON THIS THE 1st DAY OF April, 2019.


RANDALL L. WOODFIN, MAYOR