



## Ohio Administrative Code Rule 3337-40-23 Organ donation leave.

Effective: December 20, 2024

---

### (A) Overview

This policy establishes university policy and procedures for organ donation leave for full-time faculty and staff, pursuant to section 124.139 of the Revised Code.

Ohio university will grant an organ donation leave with pay to all full-time faculty and staff, including those covered under a collective bargaining agreement. For faculty, this policy applies only to the extent that no contrary provision is included in the "Faculty Handbook."

### (B) Organ donation leave

#### (1) Application

When organ donation leave is anticipated, verbal notice should be given as far in advance as possible, followed by written documentation to include a "Request for Organ Donation Leave," indicating hours and dates of leave and including supporting medical certification from an appropriate health care provider.

#### (2) Leave provided

(a) All full-time employees who donate an adult kidney or any portion of an adult liver shall receive up to two hundred forty hours of leave with pay during each calendar year to use during those hours when the employee is absent from work due to the employee's donation.

(b) All full-time employees who donate adult bone marrow shall receive up to fifty-six hours of leave with pay during each calendar year to use during those hours when the employee is absent from work due to the employee's donation.



(c) The duration of leave for other types of organ donations will be decided on a case-by-case basis by the vice president for human resources or their designee, who will consult competent medical authority.

(3) Use

(a) Organ donation leave shall be exhausted prior to using any sick leave or vacation leave to continue recuperation from the organ donation.

(b) Organ donation leave shall run concurrently with other university leave programs (e.g., family medical leave). Organ donation could be considered a serious health condition under the family medical leave act, and therefore, providing the employee met the other family medical leave requirements, would be covered under the act.

(c) The employee using such organ donation leave shall be compensated at the employee's regular rate of pay for those regular work hours during which the employee is absent from work.