

## **Central Office Employee Policy Manual**

11.3 Leave - Donor

Under the Kansas State Donor Program, all benefits eligible employees may receive paid leave in accordance with the following criteria. Employees may receive (a) up to 30 working days of paid leave for recovery from an organ or tissue donation procedure; (b) up to 7 working days of paid leave following the donation of bone marrow; (c) 1.5 hours of paid leave every 4 months for the donation of blood; or (d) 3 hours of paid leave every 4 months for the donation of blood platelets or other approved blood products.

Request for donor leave must be submitted to your supervisor as you would any other leave on KDADS' intranet site. Please contact Human Resources for further information.

Reference: Executive Order 01-02