



## Department of Transformation and Shared Services Office of Personnel Management

**Policy Title:** Bone Marrow or Organ Donation Leave

**Policy Number:** 46

**Authority:** Ark. Code Ann. § 21-4-215

**Revised:** July 1, 2017

All state employees are entitled to leave with pay for up to thirty (30) days per calendar year in order to serve as a human organ donor. In addition, all state employees are entitled to leave with pay for up to seven (7) days per calendar year to serve as a bone marrow donor.

**Bone marrow donor:** a person from whose body bone marrow is taken to be transferred to the body of another person.

**Organ:** a human organ that is capable of being transferred from the body of a person to the body of another person, including eyes.

**Organ donor:** a person from whose body an organ is taken to be transferred to the body of another person.

**State agency:** an agency, bureau, board, or commission of any branch of state government.

**State employee:** a full-time employee of the State of Arkansas or any branch, department, board, bureau, commission.

In order to qualify for organ donor or bone marrow donor leave, employees must submit the leave request in writing and provide the agency written verification by the physician performing the transplant that the employee will serve as a human organ or bone marrow donor. Following the transplantation, the employee shall provide the agency written verification by the same physician that the employee did serve as a human organ or bone marrow donor.

A state employee may use this leave without loss or reduction in pay, leave, or credit for time of service.