

Special Leave – Support for Living Organ Donors

1. Introduction

As an employer, Providence Health Care believes in supporting its employees who volunteer to be living organ donors and wants to ensure that such employees are protected from financial hardship.

1.1. Purpose

The purpose of this Support for Living Organ Donor Policy ("Policy") is to outline the eligibility criteria for granting special leave and the application procedures.

1.2. Scope

This policy applies to all Providence Health Care regular and casual employees. This Policy also applies to health organization supported medical staff roles (i.e., administrative stipends).

1.3. Exceptions

There are no exceptions to this policy.

2. Policy

Providence Health Care will grant a leave of absence up to a maximum of eight (8) weeks with pay to any employee who is assessed as a potential living organ donor and who becomes a living solid organ donor. In the case of bone marrow donors, the leave is a maximum of three (3) days. Employees who request time off to serve as a living organ donor are eligible for paid leave in addition to regular vacation and sick leave benefits as outlined in the Excluded Terms and Conditions of Employment and applicable Collective Agreements. Such leave of absence will include the employee's full salary and continuation of benefits for time off work for surgery and post-operative recovery. Time off under this Policy will not decrease the employee's vacation and sick leave balances as a result of being off for being an organ donor. In addition, time off under this Policy will not be counted as occurrences under Providence Health Care's Attendance and Wellness Promotion Program and Policy.

Any additional time off due to medical reasons that exceed the maximum eight (8) weeks will require approval by the employee's Leader.

2.1. Procedure

Employees wishing to make application for a leave of absence under this Policy must adhere to the following procedures:

- a) An employee who has been assessed and is going to participate in solid living organ or bone marrow donation must submit a written medical living donor leave request to their Leader for approval. The written medical living donor leave request must have the appropriate documented evidence that they have been accepted as a Living Organ Donor from their healthcare practitioner as verification of the upcoming donation procedure.

- b) Applications for leave must be submitted thirty (30) days prior to the scheduled surgery date.
- c) Once the donation procedure has been confirmed and the application has been approved, the employee will be notified that they will be eligible for a maximum of 8 weeks of paid leave for their surgery and recovery,
- d) During the leave, employees will be coded appropriately, in order that the benefit provided by Providence Health Care under this policy may be tracked and measured.
- e) In order to facilitate the donor assessment process, the employer will make diligent efforts to accommodate work schedules for medical appointments.
- f) If additional time off is needed in excess of eight weeks, the employee should submit a request to their Leader for approval.

3. Responsibilities

3.1. Staff

Staff are responsible for complying with this policy and for any PHC policy that govern their activities and behavior.

3.2. Management

Management is responsible for supervising staff compliance with this policy, and with any PHC policy that governs the activities and behavior of staff, within the scope of their responsibilities.

3.3. Human Resources

Human Resources are responsible for the maintenance and operation of this policy.

4. Compliance

All staff members are responsible for adhering to this policy and monitoring their activities in accordance with the policy. Staff members may warn others if they observe a violation of this policy. Failure by staff to comply with this policy may result in disciplinary action up to and including termination of employment, services or privileges.

5. Supporting Documents

5.1. Related Policies

[Attendance and Wellness Promotion.](#)

5.2. Guidelines/Procedures/Forms

There are no Guidelines/Procedures/Forms to list for this policy.

6. Definitions

There are no Definitions to list for this policy.

7. References

There are no References to list for this policy.

8. Appendices

There are no appendices to include with this policy.

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