

## Leave for Organ, Bone Marrow and Blood Donations

### Organ, Bone Marrow and Blood Donations

An employee will be granted time off with pay to donate:

- An organ (maximum time of 240 hours within a fiscal year)
- Bone marrow (maximum time of 40 hours within a fiscal year)
- Blood (maximum of 2 hours per donation - 4 times within a fiscal year)

Employees must notify their management, in advance, of their donation, including all advance steps such as testing and blood work, etc. Employees can use the time for any required medical steps including testing to determine if they qualify to donate. Employees must provide documentation that establishes they were off for the purpose of the donation, either to the Special Leave Coordinator in Human Resources, or their manager (in the case of blood donation only). If the employee fails to provide proof, the agency will either deduct the time off from the employee's salary or accrued leave, whichever the employee chooses.

### Authority

Texas Government Code §§661.916-.917