

CHAPTER 2	SECTION NO.
College Personnel – Personnel General	2.13
REFERENCE	Adopted: Reviewed: February 3, 2026 Revised: February 3, 2026
2.13.19.01.0 Blood and Organ Donation Leave	

The College complies with the Illinois Employee Blood and Organ Donation Leave Act by allowing full-time and part-time employees to take time off with pay to donate blood or organs (820 ILCS 149/10 & 5 ILCS 327).

Eligibility: This policy is extended to all full-time and part-time employee who have completed at least six months of continuous employment with the College.

Approval

- **Blood and Blood Platelets Donation:** Supervisor approval is required prior to blood or blood platelets donation. Leave time for blood or blood platelets donation should be arranged at a time that is workable for both the employee and the department. Employees are required to provide as much advance notice as possible, with a minimum notice of 48 working hours. Employees must provide documentation to their supervisor from the appropriate medical organization of blood or blood platelets donation. Failure to timely submit a verification statement from the donation center upon request may result in an unexcused absence.
- **Bone Marrow and Organ Donation:** Human Resources department approval is required prior to bone marrow or organ donor leave. Medical documentation must be provided to Human Resources prior to approval. Employees are requested to provide as much advance notice as possible.

Length of Leave

- **Blood Donation:** An employee may take up to one hour with pay, or more, to donate or attempt to donate blood once every 56 days in accordance with appropriate medical standards established by the American Red Cross, America's Blood Centers, the American Association of Blood Banks, or other nationally recognized standards as determined by the College. Time taken for Blood Donation Leave will not be deducted from the employee's vacation, personal, or sick leave accruals.
- **Blood Platelets Donation:** An employee may use up to two hours or more of authorized leave to donate blood platelets in accordance with appropriate medical standards established by the American Red Cross, America's Blood Centers, the American Association for Blood Banks or other nationally recognized standards as determined by the College. Employees may not be granted leave more than 24 times in a 12-month period for blood platelets donation.
- **Organ and Bone Marrow Donation:** An employee may use up to 20-days of leave in any 12-month period to serve as an organ donor.
 - For a part-time employee using leave under this subsection, the College shall calculate the daily average pay the part-time employee received during his or her previous 2 months of employment and compensate the part-time employee in the amount of the daily average pay for the leave days used.