	Illinois Department of Corrections	
	Administrative Directive	

Number: **02.65.125**	Title: **Donor Leave**	Effective: **12/1/2020**

Authorized by:	
	[Original Authorized Copy on File] **Rob Jeffreys** Acting Director
Supersedes:	02.65.125 effective 12/1/2002 and amended 2/1/2008

Authority: 5 ILCS 327 730 ILCS 5/3-2-2	**Related ACA Standards:** 5-ACI-1C-01 5-ACI-1C-04
Referenced Policies: 02.65.173	**Referenced Forms:** DOC 0126 – Notification of Absence

I. POLICY

The Department of Corrections encourages employees to donate life-saving organs, bone marrow, blood or blood platelets. Time off work may be approved for such donations in accordance with this directive.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish a written procedure for Department employees to request time off to donate an organ, bone marrow, blood or blood platelets.

B. Applicability

This directive is applicable to all correctional facilities, offices, programs and parole services within the Department.

C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

D. Designees

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

E. General Provisions

1. Employees may request a leave of absence in order to donate an organ or bone marrow. Full-time or part-time employees who have been employed by a State agency for at least six months may be eligible in any 12-month period for up to 30 days of paid organ donation leave **(ODL)** a year for donation of an organ and for up to 30 days of paid organ donation leave for donation of bone marrow without first exhausting accumulated sick or vacation time in accordance with rules established by the Department of Central Management Services. Medical documentation of the need for such donation shall be submitted with the leave request to the Personnel Office for processing and approval.

2. Employees may request personal or vacation time off to donate blood or blood platelets. In lieu of benefit time, full-time or part-time employees who have been employed by a State agency for at least 6 months may use:

   a. One or more paid hours not more frequently than every 56 days to donate blood.

   b. Two or more paid hours not more frequently than 24 times in any 12-month period to donate blood platelets.

  3. All time off for donation of blood or blood platelets is subject to prior approval, absent a verified emergency, and written verification of donation. The written verification may be in the form of a donation card or other document from the facility where the donation was made and must include the employee's name and the date and type of donation, blood or blood platelets.

  4. The Department may authorize on-site blood drives or on-site donations of blood or blood platelets.

F. **Requirements for Time Off to Donate Blood or Blood Platelets**

  1. Requests for time off to donate blood or blood platelets shall be made in writing on a Notification of Absence, DOC 0126, and processed in accordance with Administrative Directive 02.65.173. Advance notice of such requested absence shall be given per local policy.

  2. Paid donor leave may be approved in accordance with Paragraph II.E.2 for eligible employees. Use of other benefit time shall be in accordance with minimum usage requirements for the type of time used.

  3. If required, the employee must provide written verification of an emergency donation no later than 72 hours from the day the employee returns to work.

  4. If the employee fails to submit a DOC 0126 and required verification, the employee may be charged with an unauthorized absence and be docked.

  5. Absences shall be recorded on all timekeeping records using:

   a. **BD** for paid time to donate blood;

   b. **PD** for paid time to donate blood platelets; or

   c. The appropriate absence code for other benefit time used.