



SUBJECT:	Bone Marrow Donations
POLICY NO:	IV:18
APPLICABLE TO:	Regular Full-Time/Part-Time (0.5 > FTE)
PAGE NO:	1 of 1
EFFECTIVE DATE:	August 1, 1992
REVISION DATE:	August 1, 2018 (due to name change)

I. POLICY:

Minnesota Statutes 181.945, added by c.536,02 effective August 1, 1990 states that an employer must grant paid leaves of absence to any employee who seeks to undergo a medical procedure to donate bone marrow.

II. PROCEDURE:

- A. An employee must be employed for an average of twenty (20) or more hours per week.
- B. The combined leave may not exceed forty (40) work hours. The employee must submit verification by a physician of the purpose and length of each leave.
- C. No forfeiture of leave paid will occur even if it is later determined that the employee does not qualify as a bone marrow donor.
- D. The employee should record the number of hours on their online timesheet using the pay code "Bone Marrow Donation".