**Section 420.745 Blood/Organ/Tissue Donation Leave**

In accordance with the Organ Donor Leave Act [5 ILCS 327], a permanent full-time, part-time or intermittent employee who has been employed with the Office of the Secretary of State for at least 6 months, with approval of the employing department, will be granted paid leave to donate an organ, bone marrow, blood or blood platelets under the following conditions:

a) Up to 30 days in a 12 month period to serve as an organ or bone marrow donor. In order to be granted paid leave for organ or bone marrow donation, proper medical leave paperwork must be completed in advance of the leave. Paid leave time does not apply to time off taken for the purpose of preliminary compatibility testing and/or screening for organ or bone marrow transplant.

b) Up to 1 hour in a 56 day period to donate or attempt to donate blood, with prior approval from the immediate supervisor and proof of donation provided.

c) Up to 2 hours or more, if necessary, to donate blood platelets in accordance with appropriate medical standards established by the Red Cross or other nationally-recognized standards, with prior approval from the immediate supervisor and proof of donation provided. Blood platelet donation may not be granted more than 24 times in a 12 month period.

d) An employee will not be required to use accumulated benefit time before becoming eligible for a Blood/Organ/Tissue Donation Leave.

(Source: Added at 36 Ill. Reg. 12125, effective July 16, 2012)